

**GMDEC Reviewed: January 2006**

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## EVALUATION POLICY

**Faculty Evaluations of Residents:** Attending faculty will evaluate all residents in writing (or electronically) at the end of each clinical rotation or monthly if the rotation is longer than one month. For Graduate Medical and Dental Education Committee (GMDEC) oversight responsibilities, semi-annual formative evaluations that include a review of the resident's progress in achieving the ACGME general competencies will be completed for each academic year. Note that some specialties require more frequent formative evaluations, e.g. three to four times per year. At the end of the year, an annual summative evaluation will be completed. The annual evaluation will include a recommendation for promotion, remediation, or non-renewal. Non-renewal notice should be given four months prior to the end of the year. Residents must have access to all evaluations.

At least semi-annually, the program director (or designee) will meet with the resident for a performance review to discuss the resident's strengths as well as recommendations for improvement. Goals and objectives may be reformulated as indicated. Residents' "professionalism" is evaluated by other members of the health care team and included as part of the evaluation process. Evaluations of the resident by nursing, staff and other health professional who work with the residents will be considered in the overall evaluation of a resident's performance in accordance with departmental policy. All semi-annual evaluations should be signed by the resident and the program director (or designee).

A copy of one evaluation from each rotation should be forwarded to the Graduate Medical and Dental Education office. If the rotation is longer than one month, then an evaluation for each month of the rotation is needed. Programs may use their own forms for this evaluation.

All formative and annual summative evaluations should be also be forwarded to the Graduate Medical and Dental Education office. These evaluations must be on the standardized GMDE form that addresses the ACGME general competencies.

Under the UTGSM Remediation Actions Policy, if adequate progress is not being made, the resident should be notified of his/her status, using the Performance Alert and Review (PAR) form, along with the program director's and/or faculty's recommendations for improvement as defined in the Academic Deficiency and Remediation (ADR) section of the policy. Also, the resident should be referred to the Resident Assistance Program when indicated. A resident may write a letter of disagreement for any evaluation s/he feels is inaccurate or incomplete. Continued unacceptable performance will be addressed through the development of a focused learning contract plan that details specific corrective actions. The resident will be considered on academic remediation during this period. The plan will include a timetable for completion and the actions to be taken as a result of the resident's performance. The program director (or designee) must provide the resident with a written copy of the learning plan. A copy of the learning plan must also be submitted to the Designated Institutional Official (DIO).

The program director must provide a written final summative evaluation for each resident who completes the program fulfilling requirements for specialty certification. The evaluation must include a review of the resident's performance including the six general competencies, during the final period of training and should verify that the resident has demonstrated sufficient professional ability to practice competently and independently. This final evaluation will be part of the resident's permanent record maintained by the institution.

For residents who transfer before completing a program, the program director or (designee) will provide a summative evaluation of the resident to the new program director.

**Resident Evaluations of Faculty and Programs:** Program directors should assure that residents complete confidential, written evaluations of the faculty at least annually. A link has been established on the Graduate School of Medicine website which residents may use to further insure anonymity for these evaluations. Resident evaluations of faculty should include, but is not limited to, a review of their teaching abilities, commitment to the educational program, clinical knowledge, and scholarly activities.

Program directors should also assure that residents complete confidential, written evaluations of the program and rotations at least annually. This evaluation should include quality of the curriculum and the extent to which the residents are able to meet educational goals and objectives. The residency program coordinator or designee will maintain confidentiality and compile the program evaluations by residents. The information in summary form will be submitted to the program director to be used for considering changes in rotations or the overall program.

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