


<b>Name of Policy:</b> <b>Evaluation and Feedback</b> <b>Policy Number:</b> <b>3364-86-001-00</b> <b>Approving Officer:</b> <b>Dean, College of Medicine and Life Sciences</b> <b>Responsible Agent:</b> <b>Director, Graduate Medical Education</b> <b>Scope:</b> <b>UT College of Medicine Residents</b>	 <b>Effective date: 03/06/18</b>
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy

POLICY

A mechanism must be in place to assess each resident's performance throughout the program, both verbally, face to face, and in writing and utilizing the results to improve resident performance.

PURPOSE



To provide an interactive evaluation and feedback process for residents to address resident and faculty concerns that produces an accurate assessment of residents' competence in patient care, medical knowledge, practice-based learning and improvement, attitudes, interpersonal relationships and communication skills, professionalism, systems-based practice, and residents as educators.

PROCEDURE

1. The Program Director or designee shall evaluate the resident verbally in a face to face meeting and in writing, at periodic intervals, not less than semi-annually, consistent with his/her training schedule.
2. The above written evaluations are to be available to the resident, in accordance with the Departmental Chairman/Program Directors policy, for review to enable him/her to assess his/her progress. This will allow the resident the opportunity to personally assess and improve performance. Residents shall, at the time of their evaluation with the Program Director or designee, review their evaluation file.
3. The written periodic evaluations shall be reviewed by the Program Director or designee on a regular basis (not less than quarterly). The Program Director must provide a final evaluation for each resident who completes the program.
4. Each resident shall have an individual performance review with the Program Director or a designee semi-annually. Residents experiencing difficulty at any time shall be scheduled for such meetings at more frequent intervals.

5. Prior to corrective or disciplinary action, the Program Director shall provide the Associate Dean for Graduate Medical Education copies of the documentation which supports the intended corrective or disciplinary action for review. In addition, a draft copy of the course of remediation for the corrective or disciplinary action must be provided using the Remediation Report in GME Policy 3364-86-008-00. All documents must be reviewed and approved by the Associate Dean for Graduate Medical Education prior to any corrective or disciplinary action against the resident.
  
6. When corrective or disciplinary action is to be implemented, the program director shall:
  - a. Schedule an appointment with the resident.
  - b. Review with the resident the written performance evaluations and concerns of the program faculty.
  - c. State clearly to the resident what action is to be taken by the program.
  - d. State clearly to the resident what is expected of him/her for remediation.
  - e. Give the resident a schedule for the proposed remediation.
  - f. Schedule a follow-up meeting with the resident in agreement with the schedule for remediation.
  - g. Give the resident, in writing, an outline of the content of the meeting and dates of the required remediation, and the date of the follow-up meeting using the Remediation Report in GME Policy 3364-86-008-00.

Written documentation is essential in any remediation or disciplinary action. Copies of all correspondence must be maintained by the program and copies must be provided to the Associate Dean for Graduate Medical Education.

<p>Approved by:</p> <p style="text-align: center;"></p> <hr/> <p>Chair, Graduate Medical Education Committee</p> <p style="text-align: center;"> 5/18/18</p> <hr/> <p>Dean, College of Medicine and Life Sciences</p> <p>Review/Revision Completed by: <i>Graduate Medical Education Committee</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Initial effective date: 2/01/97</p> <p>Review/Revision date: <i>Reviewed 1/00, Reviewed 1/02, Revised 3/04, Revised, 3/07/06, Revised 3/4/08, Reviewed 3/2/10, Reviewed 3/6/12, Revised 3/4/14, Revised 3/1/16, Reviewed 3/5/18</i></p> <p>Next review date: 3/2020</p>
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