


<b>Name of Policy:</b> Semi-Annual Evaluations		 <b>Reviewed/Revised:</b> 3/20/2025  <b>Original Effective date:</b> 02/05/19	
<b>Policy Number:</b> 3364-86-045-00			
<b>Approving Officer:</b> Dean, College of Medicine and Life Sciences			
<b>Responsible Agent:</b> Director, Graduate Medical Education			
<b>Scope:</b> UT College of Medicine Residents			
	New policy proposal	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

POLICY

The Program Director or his/her designee must provide each resident with documented semi-annual evaluations of the resident’s performance with feedback.

PURPOSE

To provide residents with mid-year and end of year feedback on their performance in achieving the ACGME competencies, program milestones and guidance for improving areas of deficiency.

PROCEDURE

The following information must be reviewed at the semi-annual evaluations with the resident:

1. Competency based Faculty evaluations from each rotation
2. Multisource (360°) evaluations that should include at least two of the following: peers, patients, self and other professional staff
3. Student evaluations of resident’s teaching performance (provided by the Clerkship Offices), if applicable
4. Conference attendance records
5. Case and procedure logs and re-assessment of the resident’s level of credentials for procedural competency
6. Status of scholarly projects, as required by program
7. Documentation of lectures/presentations given by the resident
8. Assessment of compliance with duty hours and medical records
9. Review of in-service exam scores (if available) and any other structured examinations
10. Involvement with patient safety and quality improvement projects or committees
11. Completion status of institutional curriculum and checklists in New Innovations
12. Any additional information that the program deems appropriate in the assessment of the resident

The report must contain a summary statement that includes assessment in achieving and recommendations for each of the six (6) ACGME competencies as it relates to the milestones in order to guide the resident in their continued professional growth.

If there is concern that the resident may not be promoted to the next academic year, he/she must be notified of the possibility in this report.

Both the Program Director and Resident must sign and date the semi-annual evaluation report.

The semi-annual evaluations are to be completed no later than December 31<sup>st</sup> of the academic year, and end of year evaluations are to be completed no later than June 30th

<p>Approved by:</p> <p>/s/ _____ Shaza Aouthmany, M.D. Chair, Graduate Medical Education Committee</p> <p>/s/ _____ Imran Ali, M.D. Dean, College of Medicine and Life Sciences</p> <p><i>Review/Revision Completed by: 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: 6/7/2011</p> <p>Review/Revision Date: Revised 1/8/13, Reviewed 1/6/15, Revised 2/7/17, Reviewed 2/5/19, Reviewed 8/25/23, 3/20/2025</p> <p>Next review date: 3/2027</p>
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