

**CONEMAUGH MEMORIAL MEDICAL CENTER
GRADUATE MEDICAL EDUCATION POLICY**

EVALUATION POLICY

Purpose

To assure that the performance and progress of residents/fellows are monitored on a regular basis and they receive timely and appropriate feedback from faculty and their program directors.

Applies To

All Conemaugh Memorial Medical Center Graduate Medical Education residency/fellowship programs.

Policy

Residents/fellows should be evaluated after every rotation. The results of evaluations and other assessment tools will be compiled and cumulative evaluations will be reviewed with the resident/fellow by their program directors semi-annually and more frequently, as required.

Procedure

1. The faculty must evaluate resident performance in a timely manner during each rotation or similar educational assignment, and document this evaluation at completion of the assignment.
2. Areas to be evaluated will include, but are not limited to, patient care and procedural skills, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice based on the specialty-specific Milestones.
3. The program must document progressive resident performance improvement appropriate to educational level.
4. Additional evaluations of a resident/fellow's performance may be obtained, if necessary, from a fellow, senior resident, a junior resident, a medical student, allied health personnel, and patients.
5. Summaries of a resident/fellow's performance should be compiled on an ongoing basis and discussed at least twice year.
6. Cumulative reports with feedback from all evaluations will be communicated to the resident/fellow in a timely manner and at least twice a year by the program director or his/her designee in a private meeting.
7. Record of evaluations, summaries, results of any examinations, and/or other appropriate written performance assessments, will be kept in a permanent file by the program director until the resident/fellow leaves the program. After residents/fellows leave the program, permanent records will be kept as prescribed by medical education accrediting organizations.
8. Residents/fellows will have appropriate access to their evaluation files.

References

CR-V.A.2.a), V.A.2.b).(1), V.A.2.b).(3) (Formative Evaluation)

GMEC Revision: 6/07, 1/2016, 3/2018

GMEC Review: 4/09