

## RESIDENT EVALUATION

The program director has primary responsibility for monitoring the competence and professionalism of program residents, for recommending promotion and certification, and for recommending remedial or adverse action(s). The associate program director or department resident education committee may assist the program director in these functions. Each residency program's evaluation and promotion, remediation, and discipline policies and procedures must be in writing.

Residents will be evaluated on common program requirements and specialty specific requirements. Competency-based goals and objectives based on performance criteria for each rotation and training level will be distributed annually to residents and faculty either in writing or electronically and reviewed by the resident at the start of each rotation. Additionally, all residents are expected to be in compliance with University of Tennessee Health Science Center policies which include but are not limited to the following:

University of Tennessee personnel policies,<sup>1</sup> University of Tennessee Code of Conduct, sexual harassment, moonlighting, infection control, completion of medical records, and federal health care program compliance policies.

### Formative Evaluation

Residents will be assessed in a timely manner during and after each rotation/educational assignment. Resident evaluations documenting progressive resident performance appropriate to educational level will be completed by faculty attending at the end of each rotation/educational experience. Each attending is required to review the evaluations with each resident in a timely manner. At least semi-annually the program director will prepare a written summary evaluation of the resident utilizing multiple methods and multiple evaluators to provide objective assessments of competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice. Input from a variety of sources may include narrative evaluations by faculty and non-faculty evaluators, clinical competency examinations, in-service examinations, oral examinations, medical record reviews, peer evaluations, self-assessments, patient satisfaction surveys, etc. The program director or faculty designee will meet with the resident to review the written summary evaluation, make recommendations for improvement, and/or reformulate goals and objectives as indicated. The program director and resident are required to sign the formative evaluation summary that will then be maintained in the resident's file. The resident will receive a copy of the signed evaluation summary and will have access to his or her performance evaluations.

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<sup>1</sup> Residents in the University of Tennessee Graduate Medical Education Program are subject to the University's Personnel Policies and Procedures and University work rules. Copies of all applicable policies, procedures and work rules are available from each Department Chair; the University's Human Resources Office located at 910 Madison Ave., Suite 722 (448-5600); or each department's business manager. Policies and procedures can also be located at the following websites: <http://www.utmem.edu/policies> as well as the University of Tennessee System website <http://www.tennessee.edu/system/>.

If adequate progress is not being made, the resident should be notified of their status along with the program director's and/or faculty recommendations for improvement. If a resident receives an unsatisfactory evaluation, the program director should immediately initiate remediation action in order to close the learning gap (see GME Policy #610 – Remediation Actions). In the event of a proposed adverse action, the program director must seek written approval from the Executive Associate Dean for Graduate Medical Education. In most situations, the resident should be notified of a pending adverse action at least four (4) months prior to the end of the academic year. If an adverse action is taken, the resident may request a review of the action as outlined in the University of Tennessee Graduate Medical Education Academic Appeals process. (See GME Policy #620 – Disciplinary Actions and GME Policy #630 – Academic Appeal Process.)

### **Summative Evaluation**

At the end of each residency year, the program director will provide a summative evaluation for each resident documenting progression or promotion to the next year. This evaluation should be based on current performance rather than formative assessment and should be discussed with the resident.

The program director will also provide a summative evaluation upon completion of the program. This evaluation will become part of the resident's permanent record maintained in the GME office and will be accessible for review by the resident. The end-of-program summative evaluation will include:

- Documentation of the resident's performance during the final period of education, and
- Verification that the resident has demonstrated sufficient competence to enter practice without direct supervision.