Resident Evaluation And Promotion

Policy Number: GME - 016   Version: 01
Effective Date: July 1, 2001   Updated: July 1, 2010

Description:
Evaluation of trainee performance is critical to their professional development and an integral component to advancement and promotion.

Purpose:
To establish a policy on Resident Evaluation and Promotion for UCSD GME Training Programs.

Scope:
All House Officers in UCSD GME Training Programs

Definitions:
HOPPD: UCSD House Officer Policy and Procedure Document

POLICY:
Formative Evaluation

The knowledge, skills, professional growth in progress the Beach house officer, including professional conduct, should be evaluated by the program director in consultation with the teaching faculty.

The program must:

1. Evaluate resident performance in a timely manner during each rotation or similar educational assignment, and document this evaluation at completion of the assignment.
2. Provide objective assessments of performance in the ACGME core competencies of patient care, medical knowledge, practice based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice;
3. Use multiple evaluators (e.g., faculty, peers, patients, self, and other professional staff) and multiple assessment tools (e.g., global evaluation, 360 degree, self-evaluation, direct observation checklists, portfolios, etc.);
4. Document progressive performance improvement appropriate to educational level; and,
5. Provide each resident with documented semiannual evaluation of performance with feedback. The evaluation shall be provided to and discussed with the house officer in a timely manner. Appropriate criteria and procedures must be used.
The evaluations of resident performance must be accessible for review by the resident, in accordance with institutional policy.

**Summative Evaluation**

The program director must provide a written summative evaluation for each resident upon completion of the program. The evaluation must include a review of the house officers' performance during the final period of training. This evaluation must become part of the resident’s permanent record maintained by the institution, and must be accessible for review by the resident and other authorized personnel in accordance with institutional policy. This evaluation must:

1. Verify that the resident has demonstrated sufficient competence to enter practice without direct supervision.
2. House officers will participate in the annual confidential review of the teaching faculty and will participate in the annual evaluation of the program, rotations, and conferences.

**Promotion**

House officers shall be advanced to positions of higher responsibility only on the basis of evidence of their satisfactory progressive scholarship and professional growth. Each program should develop specific criteria for advancement/promotion to higher levels of medical training and graduation of its residents. The criteria for advancement shall be based upon competent demonstration of the general competencies as set forth by the ACGME.

1. Each year the Program Director (PD) will provide to the Office of GME or GMEC a list of the residents in their program whose contract will be renewed with or without promotion.
2. The decision to promote a resident shall be determined by the PD with the advice of the core faculty and Chairperson of the training program.
3. Residents who have not made satisfactory progress may be dismissed under the Due Process Guidelines of the House Officer Policy and Procedure Document (HOPPD). Non-renewal of contract may be based on documentation of inadequate progress as outlined in the program’s educational standards.
4. Programs should provide residents with four (4) months written notice of intention not to renew contract. If the reason for the non-renewal occurs within four months of the end of appointment the training program should provide written notice as the circumstances reasonably allow and will follow applicable procedures in the HOPPD.

**References:**

UCSD House Officer Policy and Procedure Document; revised July 2009

**Attachments:**

NA

**Approval Dates:**

GMEC July 1, 2001; updated July 2010

**Contact Information:**

Office of Graduate Medical Education; [http://meded.ucsd.edu/gme/](http://meded.ucsd.edu/gme/)