

Policy on Program, Resident and Faculty Evaluations
Graduate Medical Education Committee
Children's National Medical Center

- I. **Scope:** This policy is designed to establish standards for evaluating graduate medical education programs, residents, and faculty.

- II. **Definitions:**
 - The term "resident" refers to all graduate medical trainees, including interns, residents, and fellows

- III. **Responsibility:**
 - It is the responsibility of the GMEC to provide oversight, working closely with the DIO and the GME office to assure that programs are in compliance with the requirements.
 - Completion of the residents' evaluation is the responsibility of the Program Director.

- IV. **Policy:**
 - Each program must have a written policy governing the program's process for evaluation of the residents by the faculty, and evaluations of the faculty and program by the residents.
 - Program must delineate the criteria and tool used for evaluation of residents in the six general competencies.
 - Each program policy must be approved by the GMEC, and distributed to the residents and faculty.

- V. **Evaluations:**

Program

The educational effectiveness of a program must be evaluated at least annually. Representative personnel during this evaluation will include the program director, faculty and at least one resident. The GME office will monitor programs compliance through mid-cycle internal reviews.

Resident

In accordance with the ACGME policy for graduate medical education, the residency program must demonstrate that it has an effective plan for assessing resident performance throughout the program and for utilizing the results to improve resident performance. Resident evaluations should include the six competencies as outlined in the common program requirements.

Residents must receive written evaluations at least semi-annually, and evaluations must be communicated to the residents. The Program Director is responsible for maintaining residents' evaluations on record and making them accessible to residents.

Faculty

The performance of the faculty must be evaluated by the program no less frequently than at the midpoint of the accreditation cycle and again prior to the next site visit.

All residents must submit to the program director, at least annually, confidential written evaluations on the performance of faculty.

The Program Director is required to document and maintain these evaluations as evidence, when notified on an annual basis, to present before the GMEC.

The Internal Review Team will monitor the programs through its mid-cycle internal reviews to assure compliance.

Transfer

To determine the appropriate level of education for a resident who is transferring from another residency program, the Program Director must receive written verification of the previous educational experiences and a statement regarding the performance evaluation of the transferring resident. A copy of the transferred evaluation should be maintained in the resident file.

Final

The Program Director is responsible for providing a final evaluation for each resident who completes the program. The evaluation must include:

- A review of the resident's performance during the final period of education
- Verification that the resident has demonstrated sufficient professional ability to practice competently and independently

A copy of the final evaluation must be maintained as permanent record in the resident file.

Approved by CNMC GMEC: April 22, 2005



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