

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Paul L. Foster School of Medicine
GRADUATE MEDICAL EDUCATION
Standard Policy and/or Procedure

TITLE: Evaluation of Trainee Performance

APPROVED: 10/23/93

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EFFECTIVE DATE: 7/1/09; 10/23/1993

PURPOSE: To ensure timely assessment of trainee performance and documentation of demonstrated competence.

POLICY STATEMENT: Each program of graduate medical education must develop requirements for the educational development of its trainees. Competency-based goals and objectives based on performance criteria for each training level and each rotation shall be distributed annually to teaching faculty and to trainees either in writing or electronically. To advance in a program, the trainee must demonstrate the appropriate level of competence as defined by the training program and its specialty.

Each program must, therefore, use the goals and objectives of its educational framework to construct an evaluation system that clearly defines the knowledge, skills, attitudes, and behaviors expected of trainees. The evaluation system should substantiate that a program's trainees demonstrate achievement of the General Competencies in patient care, medical knowledge, interpersonal and communication skills, professionalism, practice-based learning and improvement, and systems-based practice. A program's standards of evaluation shall be applied equally to all trainees and assure due process.

The overall purpose of a program's evaluation system shall be to assist a trainee to improve his/her performance and shall provide both informal and formal feedback to the trainee. Evaluation of performance shall also be used to make decisions about promotion, program completion, remediation, and any disciplinary action. A trainee's performance shall be assessed by attending faculty in a timely manner during and after the completion of each rotation. Notwithstanding unusual circumstances, a written evaluation of a trainee's performance shall be submitted to the program's office no later than thirty (30) days after completion of a rotation.

A formal evaluation by the program's director of a trainee's performance shall be performed at least twice a year and conform to the applicable common and specific program requirements. This process shall be a formal meeting at which the Program Director will discuss with the trainee all aspects of the evaluative inputs (e.g., written and narrative evaluations by faculty and non-faculty evaluators, clinical competency examinations, in-service examinations, oral examinations or presentations, medical record reviews, patient satisfaction surveys, self-assessments, peer evaluations, medical students' evaluations, etc.) utilized in making the summative assessment of performance. A written summary of the evaluation, generated and signed by the Program Director and the trainee, shall be placed in the trainee's permanent

file with a copy of the evaluation provided to the trainee. The trainee shall be given the opportunity to indicate in writing when he/she disagrees with the evaluation. If adequate progress is not being made, the trainee shall be notified of his/her status along with a necessary plan of remediation with appropriate deadlines for completion and reevaluation of performance.

Each program shall maintain a record of evaluations for each trainee that is accessible to the trainee and other authorized personnel. The permanent records of evaluation and any performance counseling sessions shall be maintained in the trainee's file in the department and in the Office of Graduate Medical Education.

Each Program Director shall provide a Final Evaluation for each trainee who completes the training program. The evaluation shall include a review of the trainee's overall performance during training and shall verify that the trainee has demonstrated sufficient professional ability to practice competently and independently.

A written evaluation of a trainee's performance shall be completed by the Program Director for any trainee who leaves the training program prior to completion of training.