PURPOSE

To clarify the members at the Semi-Annual Evaluation Meetings.

PROCEDURES

1. Committee Members
   a. Program Director
   b. Associate Program Directors
   c. Vice Chair of Education
   d. Team Education Coordinators representing residents being evaluated.
   e. Mentors
   f. Chief Residents (at the PGY1-PGY3 meeting only)
   g. Surgical Education Staff

2. Evaluation Meetings
   a. Two Evaluation Meetings will be held on a semi-annual basis—one in the fall and once in the spring
   b. The PGY1, PGY 2, and PGY3 residents will be evaluated at the junior evaluation meeting.
   c. The PGY4, PGY5, and Lab residents will be evaluated at the senior evaluation meeting.

3. Attendance
   a. The program director, associate program directors, vice chair of education, surgical education staff
      are required to attend every evaluation meeting.
   b. All TECs of rotations completed by the evaluatees’ are required to attend every evaluation meeting.
      If the TEC is not able to attend the meeting, a substitute is required to attend the meeting.
   c. All Mentors of residents must attend evaluation meetings associated reviews of their residents. If
      unable to attend, he or she must elect a substitute to attend in his or her place.
   d. The administrative chief residents are invited to attend the junior evaluation meeting.

4. Responsibilities of Committee Members
   a. The faculty mentor or his/her representative will summarize the resident’s performance date to the
      group. Data may include performance evaluations, conference attendance, resident case log
      compliance, test scores, and any other measures contained in the residents files from the previous six
      months. The mentor will suggest a grade to be assigned to the resident.
   b. The other members of the committee can contribute comments on the residents’ performance.
   c. The present committee members will approve the residents’ grades.
   d. Faculty mentors of residents in clinical rotations at the time of the evaluation must meet with their
      mentees within one month of the evaluation meeting and write a signed letter summarizing the
      resident’s strengths and areas in need of improvement. The letter should also include negotiated
      performance goals for the upcoming period. The mentor letter should be forwarded to the program
      director to be co-signed before being scanned and emailed to the resident. A copy of the letter will be
      put in the resident’s permanent file. Faculty mentors of residents in their research year at the time of
the evaluation will not need to generate a letter unless otherwise noted during the evaluation meeting. The mentors must meet with their mentees within one month of the evaluation meeting and write a signed letter summarizing the resident’s strengths and areas in need of improvement. The letter should also include negotiated performance goals for the upcoming period. The mentor letter should be forwarded to the program director to be co-signed before being scanned and emailed to the resident. A copy of the letter will be put in the resident’s permanent file.