Resident Performance Evaluation Policy
Effective from 09/02/2009

PURPOSE

The Resident Performance Evaluation System was established to standardize the collection, communication, and follow-up of resident performance evaluation. It serves to clarify expectations of the residents, and provides for a regular and timely formative (feedback) and summative (overall) evaluation system that meets the needs of residents and due process guidelines. The information can be used:

1. To make decisions on promotion
2. To provide data to specialty boards for certification
3. To write letters of recommendation
4. Identify areas of marginal performance and initiate corrective measures to improve
5. Identify strengths and weaknesses and target areas for modification in the teaching program.

PERSONS INVOLVED

Residents, faculty, designated health professionals that work with residents, program directors, and Surgical Education staff.

PROCEDURES

Distribution and Collection of Performance Evaluation Forms
The forms must be completed within two weeks of the resident completing a rotation. Forms can be accessed through the residency web at www.meditrek.com.

At the start of the rotation Team Education Coordinators will schedule midpoint and final feedback sessions, the latter to be completed before the resident completes the rotation. The purpose of the mid-rotation session is to provide performance feedback; the final session provides the resident with an overall performance profile, reflective of what will likely be reported on the Resident Performance Evaluation form.

Each Team Education Coordinator (or designee) will discuss each resident’s performance with other faculty members on their team at the midpoint and in the last week of the rotation. This should be a formal meeting with the purpose of discussing resident performance rather than random conversations. The TEC will meet with each resident before they leave the rotation at which time they will provide feedback to the resident based on faculty team’s perception of their strengths and weaknesses. The forms should be completed by each faculty who had reasonable contact with the resident(s) and returned electronically. Completed forms with “Marginal”
performance noted will be copied by the Surgical Education Office and forwarded to the Program Director.

**ICU Nurse Feedback**

ICU nurse feedback complies with the Accreditation Council on Graduate Medical Education’s (ACGME) competency outcomes project. The purpose of this form is to provide residents with feedback on their communication skills, abilities to work as a team, and professionalism. The ICU nurses will undergo a training session to ensure they understand the purpose of their feedback, the operational definition of behaviors they are being asked to observe, and how this information will be used. The Supervising Intensive Care Unit (ICU) nurse, within two weeks of the resident completing a rotation, will complete a feedback form based on solicited input from nurses with whom the resident interacted. ICU Nurse feedback is summarized and submitted on paper to Surgical Education. These assessments are incorporated into each resident’s semi-annual evaluation report.

**Senior Resident Evaluations**

On team based rotations, junior residents will complete a Senior Resident Peer Evaluation form at the end of each rotation to evaluate the leadership skills of their senior general surgery residents. Summary reports will be generated twice a year for the semi annual performance evaluation meeting to protect junior resident anonymity. Individual reports will not be shared. The senior resident evaluation form is located on [www.meditrek.com](http://www.meditrek.com).

**Testing**

Categorical General Surgery residents, PGY1-PGY3 Plastic Surgery residents, and non-designated preliminary residents will sit for the American Board of Surgery In-Training Examination (ABSITE) each year as a measure of knowledge. Residents will be expected to score above the 30th percentile for the nation at his/her level of training.

Senior level residents will participate in a Multi-institutional Mock Oral Examination once a year. Residents are scored at the time of the session. A report of their final performance status on the oral examination is forwarded to the resident for his/her information and a copy is placed in the respective resident’s file.

PGY4 and PGY5 residents will participate in a Patient Assessment and Management Exam every other year. A report of their performance will be given to the resident and a copy will be put in the respective resident’s file.

**Reporting, Status Decisions, and Follow-up**

1. A “Summary of Performance” report will be completed by the Surgical Education Staff for each resident for distribution to members of the Resident Evaluation Committee for discussion during the semi-annual resident performance evaluation meetings. The report will include the following information:
   a. Summary of Resident Performance Evaluation Forms
   b. Core Curriculum, Grand Rounds and M&M Attendance Report
   c. Blackboard Quiz Compliance percentage
   d. ABSITE scores by PGY year
e. Mock Oral Exam scores  
f. PAME results  
g. Summary of Student Ratings and Comments  
h. Summary of Senior Residents Leadership Evaluations  
i. Operative and Procedural Log Data (RCL System)  
j. ICU Nurse Feedback  
k. Patient Satisfaction Forms  

2. Following the discussion of each resident’s performance, members of the Residency Advisory Committee will recommend one of the following six status decisions:  

A. Advance/promote with commendation for superior performance  
B. Advance/promote – performance fully satisfactory  
C. Retain/promote – concerns about performance  
D. Retain/promote – in probationary status for serious concerns about performance  
E. Retain but not promote next level – probationary status for serious concerns  
F. Terminate from residency for unacceptable performance  

3. Within two weeks following semi-annual Resident Education evaluation meeting, the resident will meet with their faculty mentor to review feedback from the semi-annual performance evaluation meeting. The aim of this follow-up meeting will be to discuss overall performance as perceived by the faculty for the given time period, provide an opportunity for self assessment, and develop a plan with goals for maximizing strengths and addressing weaknesses. Results will be summarized in a letter and filed in the resident’s file in the Surgical Education Office. These letters are signed by the resident’s advisor and co-signed by the program director.  

Quality Control  
Timely return of Resident Performance Evaluation Forms and Peer Evaluation of Chief Residents Evaluation Forms will be monitored by the Surgical Education Office. Non-compliance will be reported to the Program Director for follow-up. Forms not received within two weeks of the target date will be considered delinquent.  

Appeal Process  
The appeal process utilized will be as defined by the McGaw Medical Center, office of Graduate Medical Education. This process is described in the Graduate Medical Education Reference Manual, McGaw Medical Center of Northwestern University.