

EVALUATION POLICY

The resident's evaluations are based on the ACGME competencies and surgery milestones.

The Department of Surgery has established this policy for evaluation and structural feedback to enhance the residency training program and institute quality improvement mechanisms.

Formal evaluation of each resident will be based on the following criteria:

- 1) Residents by faculty, students, staff, nurses, patients, peers and self (360^o evaluation process)
- 2) ABSITE scores
- 3) The six ACGME Competencies
- 4) Attendance and participation in conference
- 5) Oral (Mock) exam by faculty and community members (senior residents)
- 6) Resident operative experience tracking (Record Keeping of Cases)
- 7) Duty Hour log (Record Keeping of hours)
- 8) Clinical Competency Committee Meetings (biannually for each resident)

An evaluation form is completed for each resident every month no matter the length of the rotation and expected to be completed within 2 weeks. Any negative evaluations will be brought to the attention of the Program Director, who will bring it to the attention of the resident for discussion and review. Measures to correct any issues will be addressed.

Resident performance is evaluated for each 2 times a year by the Clinical Competency Committee (CCC). The resident has access to the evaluations once released through the e-value system, at least every 6 months. The CCC will complete ACGME milestones for each resident during their bi-annual review. The milestones can be reviewed with the program director at any time and will be reviewed annually after each resident completes their own milestone self-evaluation.

The resident will meet with the Program Director on a semi-annual basis to discuss his/her progress in the program incorporating the recommendations of the CCC. These meetings take place in December and June. All rotation evaluations will be reviewed with the resident and if there is an area of concern, the program director may have additional meetings if required.

Each year all residents participate in the American Board of Surgery In-Service Training Examination (ABSITE) given nationally by all Surgery departments to evaluate each individual's progress. These examinations are designed to assess the residents' surgical knowledge and can be a predictor of performance on the American Board of Surgery qualifying exam.

All evaluations are kept as part of the resident's personnel file. Residents are urged to review their files monthly and sign all evaluation forms. Residents may have

access to their academic files at any time. The residents each have electronic files and can be obtained by entering the e-value system. The Program Director is available for discussion and the residents are encouraged to seek guidance for any perceived difficulty or problem.

The residents routinely and anonymously complete confidential evaluations of their various rotations, the program, students, and the surgical faculty. Failure to complete *required* evaluations may result in level 1 intervention. A required evaluation will be explicitly stated. However, lack in engagement in evaluation of students or other professionals may be reflected in the resident's professional performance scores.

Residents and faculty evaluate the program annually.

Common Program Requirement: V.A. Resident Evaluation, V.A.1. Feedback and Evaluation

Feedback is ongoing information provided regarding aspects of one's performance, knowledge, or understanding. The faculty empower residents to provide much of that feedback themselves in a spirit of continuous learning and self-reflection. Feedback from faculty members in the context of routine clinical care should be frequent, and need not always be formally documented.

Formative and summative evaluation have distinct definitions. Formative evaluation is *monitoring resident learning* and providing ongoing feedback that can be used by residents to improve their learning in the context of provision of patient care or other educational opportunities. More specifically, formative evaluations help:

- residents identify their strengths and weaknesses and target areas that need work
- program directors and faculty members recognize where residents are struggling and address problems immediately

Summative evaluation is *evaluating a resident's learning* by comparing the residents against the goals and objectives of the rotation and program, respectively. Summative evaluation is utilized to make decisions about promotion to the next level of training, or program completion

End-of-rotation and end-of-year evaluations have both summative and formative components. Information from a summative evaluation can be used formatively when residents or faculty members use it to guide their efforts and activities in subsequent rotations and to successfully complete the residency program.

Feedback, formative evaluation, and summative evaluation compare intentions with accomplishments, enabling the transformation of a neophyte physician to one with growing expertise.

Our department utilizes the following monthly evaluations for each resident and faculty. The Self-Evaluation (sent to residents) and the Program Evaluation (sent to residents and faculty) is sent on an annual basis.

Monthly evaluations are expected to be completed within a two-week timeline. The following evaluations are used within the Department of Surgery:

Case Log & Activity Compliance (monthly)	Evaluated by Program Director & Administrator
Duty Hour Compliance (monthly)	Evaluated by Program Director & Administrator
Health and Professionals (monthly)	Evaluated by PA's, Nurse, Staff, Administration
M&M Evaluation (weekly)	Evaluated by Program Director & Faculty
Operative Evaluation (daily)	Evaluated by faculty
Patient Evaluation (bimonthly)	Evaluated by Patients
Peer Evaluation (monthly)	Evaluated by Faculty
Program Evaluation – Annually (June)	Evaluated by Residents & Faculty
Resident Evaluation (monthly)	Evaluated by faculty
Self-Evaluation – Annually (July)	Evaluated by each resident
Transition of Care (monthly)	Evaluated by Resident/Faculty/PA's
Faculty Evaluation - (monthly)	Evaluated by each resident
Rotation Evaluation – (monthly)	Evaluated by each resident