

**CAROLINAS HEALTHCARE SYSTEM NORTHEAST
GRADUATE MEDICAL EDUCATION**

RESIDENT/FELLOW EVALUATION AND ADVANCEMENT POLICY

Effective 6/96

Revised: 12/01, 9/05, 4/14,8/18

PURPOSE

Define and specify frequency and purpose of Residency/Fellowship evaluations and resident advancement.

DEFINITION

Evaluation is a process providing feedback to the residents/fellow. There are three goals to the evaluation:

1. Monitor each resident's/fellow's performance with respect to mastery of curricular objectives.
2. Determine and remediate any performance difficulties.
3. Provide opportunity for regular direct learner/faculty discussion and mentoring.

POLICY

- A. Residents are evaluated on an ongoing basis at the completion of each rotation assignment. Attending physicians are encouraged to provide a mid-rotation informal evaluation to each resident. Attending physicians will complete paper/electronic evaluations at the end of each rotation to be submitted to CFMR Admin within two weeks after the rotation ends. The fellow is evaluated semi-annually by rotation preceptors. Formal review of all rotations and evaluations will be conducted semiannually by the Clinical Competency Committee (CCC) and reviewed by the Program Director. The Program Director or designee will meet with each resident/fellow semiannually to review the findings of the CCC and assess the resident's/fellow's progress. Residents/fellow whose performance is in question will be notified by the Program Director or designee, to discuss conditions of the learner's unsatisfactory performance and develop a plan for remediation.
- B. Residents/Fellow may request a conference with the evaluating faculty member to further review an unsatisfactory evaluation. The resident/fellow may discuss the evaluation with the Program Director or is free to write a rebuttal to an unsatisfactory evaluation for placement in his or her permanent record.
- C. Evaluations completed by the faculty are maintained in each individual learner's electronic file and are available for review by the resident/fellow.
- D. A resident may advance to the next level of training if recommended by the Program Director provided the resident's evaluations and current performance are satisfactory.

- E. In the event a resident's/fellow's performance evaluations are not satisfactory, or if there are other reasons why advancement to the next level of training is not recommended or cannot occur as scheduled, the Program Director will discuss directly the deficiencies with the resident/fellow, and will provide them with written notice of appropriate action, i.e., remediation or termination of the resident's/fellow's contract. The Process to appeal of adverse decisions is detailed in the Right to Grievance for Academic Extension of Residency or Termination Policy.
- F. Individual documentation of competence in certain procedures will be determined by direct observation and evaluation.

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Cabarrus Family Medicine Residency
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1/2/19

Date

Phyllis A. Wingate

Phyllis Wingate
Division President
Carolinas HealthCare System NorthEast

1.14.2019

Date