

UNIVERSITY OF MARYLAND MEDICAL CENTER GRADUATE MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL	PAGE: 1 of 3	PROCEDURE NO: GMS-G
	EFFECTIVE DATE: 6/27/02	REVISION NO:
SUBJECT: EVALUATION AND ADVANCEMENT OF RESIDENTS	FUNCTION: RESIDENCY TRAINING PROGRAMS	
APPROVALS: Final - Executive Vice President & Chief Operating Officer <u> <i>John W. Ashworth III</i> </u>		
Concurrences: _____ _____		

1. **Purpose**

In conjunction with the mission of the University of Maryland Medical Center and the University of Maryland School of Medicine, the institution assures that each program has defined, in accordance with the ACGME Program Requirements, the specific knowledge, skills, and attitudes required of graduate level trainees. Individual training programs must also demonstrate they provide the educational experiences and an evaluation system to ensure that residents demonstrate competence in the areas of patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice.

2. **Scope**

This policy applies to all residency training programs sponsored for ACGME and/or equivalency accreditation by the University of Maryland Medical Center.

3. **Responsibility**

Completion of the resident evaluation is the responsibility of the Program Director, with input from the faculty.

It is the responsibility of the Graduate Medical Education Committee (GMEC), working closely with the designated institutional official and the office of the Associate Dean for Graduate and Continuing Medical Education for the University of Maryland School of Medicine, to provide oversight of the process and to ensure that relevant guidelines and requirements are being met.

4. **Policy**

The residency program must demonstrate that it has an effective plan for assessing resident performance throughout the program and for utilizing the results to improve resident performance. The performance of each resident must be evaluated formally and in writing no less frequently than every six months and/or in accordance with ACGME Program Requirements. This evaluation is

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written and is based on an objective review of the trainee's progress in knowledge, skills and professional growth.

5. Evaluation Plan

- 5.1. Program Directors, working in conjunction with program faculty, must establish objective criteria and an evaluation plan for advancement of residents based on demonstrated readiness and competence. The plan must include:
 - 5.1.1. the use of methods that produce an accurate assessment of residents' competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice.
 - 5.1.2. mechanisms for providing regular and timely performance feedback to residents that includes at least
 - 5.1.2.1. written evaluation that is communicated to each resident in a timely manner no less frequently than semi-annually, or as required by specific ACGME Program Requirements and
 - 5.1.2.2. the maintenance of a record of evaluation for each resident that is accessible to the resident.
 - 5.1.3. a process involving use of assessment results to achieve progressive improvements in residents' competence and performance and which can include faculty, patient, peer, self, and other professional staff evaluative information.
- 5.2. Program Directors must provide a copy of a completed competency-based evaluation form on an annual basis to the Medical Staff office to become part of the resident's permanent file record maintained by the institution.

6. Final Evaluation

- 6.1. The program director must provide a final evaluation for each resident who completes the program. The evaluation must include:
 - 6.1.1. a review of the resident's performance during the final period of education
 - 6.1.2. verification that the resident has demonstrated sufficient professional ability to practice competently and independently.
- 6.2. The final evaluation must be forwarded to the Medical Staff office to become part of the resident's permanent record maintained by the institution .

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6.3 Transfers

To determine the appropriate level of education for a resident who is transferring from another residency program, the program director must receive written verification of the previous educational experiences and a statement regarding the performance evaluation of the transferring resident, A program director is required to provide verification of residency education for any residents who may leave the program prior to completion of their education.

7. Request for reconsideration

Residents must be advised by the program director that that they are afforded the opportunity for a Grievance Hearing as outlined in the Due Process Hearing Procedure (GMS-C) to appeal any action by UMMC which could result in (a) their dismissal; (b) non-renewal of a contract; or (c) which could significantly threaten their intended career development.