

UNIVERSITY OF MARYLAND MEDICAL CENTER GRADUATE MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL	PAGE: 1 of 3	PROCEDURE NO: GMS-G
	EFFECTIVE DATE: 7/1/15	
SUBJECT: EVALUATION, PERFORMANCE MANAGEMENT, AND ADVANCEMENT OF RESIDENTS		
APPROVALS: Reviewed and approved by GMEC 1/28/2016		

1. **Purpose**

The University of Maryland Medical Center (“UMMC”) has adopted this policy to describe the evaluation, performance management and advancement of residents and fellows in its sponsored graduate medical education programs, and to comply with ACGME and equivalency accreditation Institutional and Program Requirements.

2. **Scope**

This policy applies to all ACGME and equivalency accredited Residency and Fellowship training programs sponsored by UMMC. For the purposes of this policy, the term “Resident” applies to both residents and fellows.

3. **Responsibility**

Each residency and fellowship program director is responsible for facilitating and coordinating the evaluation of residents using feedback from the faculty and the required Clinical Competency Committee (“CCC”) or its equivalent.

Each program is responsible for establishing policies and procedures for the evaluation of residents, including the appointment of a CCC pursuant to ACGME guidelines. Residents must be provided with access to their evaluations.

It is the responsibility of the Graduate Medical Education Committee (GMEC), working closely with the Designated Institutional Official (DIO), to provide oversight of the process and to ensure that relevant guidelines and requirements are being met.

4. **Policy**

Each Residency and Fellowship 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 through a formal Evaluation Plan. This Evaluation Plan is based on an objective review of each Resident’s progress in knowledge, skills and professional growth.

5. **Evaluation Plan**

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5.1. Program Directors, working in conjunction with program faculty, and the program's CCC establish objective criteria and an Evaluation Plan for advancement of residents based on demonstrated readiness and competence. The program director and faculty, working with the CCC are responsible for providing Residents with routine feedback through a comprehensive assessment system that complies with the ACGME, equivalency, or other accreditation body requirements.

Each program's Evaluation Plan and assessment system should include, but is not limited to, verbal, written, formal and/or informal feedback based on multiple assessment methodologies (e.g., rotation evaluations, in-service examination or scores) and include multiple evaluators (e.g., faculty, peers, patients, self and other professional staff). The Plan must include formative and summative (final) evaluation of each Resident's performance.

5.2. Formative Evaluation

Each program must implement a formative evaluation process, which should include but is not limited to the following:

5.2.1. Methods (e.g., rotation evaluations, in-service examination or scores) that produce an objective and accurate assessment of Residents' competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice.

5.2.2. Multiple evaluators (e.g., faculty, peers, patients, self and other professional staff) in assessing Resident performance;

5.2.3. Document progressive Resident performance improvement appropriate to the Residents' educational level;

5.2.4. Provide each Resident with documented semiannual evaluation of performance feedback at a minimum, and more frequently where required by the ACGME, equivalency or other accreditation body specialty/subspecialty program requirements;

5.2.5. Provide faculty feedback in a timely manner for each Resident following a rotation or similar educational assignment.

5.3. Summative (Final) Evaluation

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The program director must provide a summative evaluation for each Resident upon completion of the program. This evaluation must become part of the Resident's permanent record maintained by the program/department, and must be accessible for review by the Resident and other authorized personnel. This evaluation must:

5.3.1. Document the Resident's performance during the final period of education in a competency-based format; and

5.3.2. Verify that the Resident has demonstrated sufficient competence to enter practice without direct supervision

5.3.3. Become part of the Resident's permanent record maintained by the program/department.

6. Letter of Deficiency

When routine feedback is not effecting the necessary improvement in a Resident's performance or behavior, the program director may, at his/her discretion, issue the Resident a Letter of Deficiency ("LOD"). LODs are reviewed by the GME office and should include, at a minimum, the following:

6.1. The specific performance and/or behavioral concerns that have been identified, including, but not limited to patient safety related concerns;

6.2. The expected level of performance and/or behavior required to address the deficiency;

6.3. A remediation plan including time frames for completion of specific actions;

6.4. Disciplinary actions that may be taken if remediation is unsuccessful (e.g., non-promotion, denial of credit for training, non-renewals of resident contract, extension of training; dismissal from program); and

6.5. The signature of the program director, an acknowledgement of the UMMC GME Director (or their designees), and an acknowledgment of receipt by the Resident of the LOD.

7. Letters of Disciplinary Action

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Letters of Disciplinary Action are issued when the action to be taken with regard to the Resident includes suspension, non-renewal of the Resident's agreement, non-promotion, or dismissal. Additional information related to the Due Process Appeal Procedure GMS-C may be found at www.umm.edu/professionals/gme. The Program may issue a Letter of Disciplinary Action if the Resident has not satisfactorily addressed the areas of performance and/or behavior outlined in a previously issued LOD or if the Program determines that the Resident's conduct or behavior is sufficiently serious to warrant immediate disciplinary action. Letters of Disciplinary Action must be reviewed by the UMMC Director of GME.

8. Transfer Evaluations

Before accepting a resident who is transferring from another program, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident, and will provide same when requested to do so by another program for those residents who may leave the program prior to completion.