

Department of Surgery Policy on Outstanding Resident In-Training Evaluations

BACKGROUND:

The completion of resident evaluations with the opportunity for face to face discussion and feedback is the cornerstone of a robust, fair and transparent residency training program.

Using this information the progress of residents through the training program can be monitored, allowing residents to identify their areas of strength and weakness and work on rectifying any deficiencies. It also allows Program Directors to monitor resident progress and develop strategies to address the identified areas of weakness. This process only works if the resident evaluations are completed in a timely fashion.

This policy incorporates the Postgraduate Policy on Resident Evaluation, the McMaster University Faculty Code of Conduct, and the CPSO Policy on the Supervision of Postgraduate Learners.

APPROVAL: Department of Surgery REC, Chair Department of Surgery, Department of Surgery Executive Committee, Assistant Dean, Postgraduate Education.

POLICY: Resident evaluations must be completed within 4 weeks of the end of the rotation.

If a faculty member has an outstanding resident evaluation for longer than 4 weeks that resident's Program Director will send an email and a formal letter to the faculty member (copied to the faculty member's Division Head, the Associate Chair of Education and the Department Chair), and the faculty member will have 2 weeks to complete the outstanding evaluation.

If the outstanding evaluation is not completed, the faculty member will be invited to meet in person with the Program Director and the Division Head, and discuss why the evaluation has not been completed and their plans for completing it.

If the evaluation is not completed within 2 weeks of this meeting, the faculty member will be invited to attend a mandatory meeting with the Associate Chair of Education. The Department Chair will be notified of the meeting. If the evaluation remains incomplete after that, the Associate Chair of Education will prepare a report for submission to the Chair. The faculty member will then be invited to attend a meeting with the Chair of the Department. The faculty member will also be invited to bring a senior colleague to the meeting with them if they so choose. Any further action will be guided by the McMaster University Faculty Code of Conduct Policy.

This policy applies to all faculty evaluating residents including Program Directors, Division Heads and Chairs. If a Program Director has outstanding evaluations they will meet

initially with the Associate Chair of Education and the Division Head, and then the Chair. If a Division Head has outstanding evaluations they will meet with the Associate Chair of Education and the Program Director first, followed by the Chair. If the Associate Chair of Education has outstanding evaluations they will meet with the Program Director and Division Head first, followed by the Chair. If the Chair has outstanding evaluations they will meet with the Associate Chair, Program Director and Division Head first, and then the Postgraduate Dean/Dean.

REVIEW: This policy will be reviewed every two years by the Department of Surgery Residency Education Committee.

DATE OF LAST REVIEW: