# THE GEORGE WASHINGTON UNIVERSITY

# SCHOOL OF MEDICINE AND HEALTH SCIENCES

# Department of Critical Care Medicine

**Policy:** Fellow, Faculty and Program Evaluation

**Program Director:** Danielle Davison, MD

**Assistant Program Director:** Katrina Hawkins, MD

**Last Revision:** July, 2015

**PURPOSE:**

This policy is designed to establish a departmental policy on the evaluation of graduate medical education programs, fellows and faculty.

**REQUIREMENTS:**

The program director, with participation of members of the teaching staff, shall:

1. At least semi-annually, formally evaluate the knowledge, skills, and professional growth of the fellows.
2. Communicate each evaluation to the fellow in a timely manner.
3. Advance fellows to positions of higher responsibility only on the basis of evidence of satisfactory progressive scholarship and professional growth.
4. Maintain a permanent record of evaluation for each fellow, which is accessible to the fellow and other authorized personnel.
5. Provide a written final evaluation for each fellow who completes the program.
6. Implement fair procedures which are consistent with The George Washington University School of Medicine and Health Science policies regarding academic discipline and fellow complaints or grievances.
7. Monitor fellow stress, including mental or emotional conditions inhibiting performance or learning, and drug or alcohol related dysfunction. Program director and teaching staff should be sensitive to the need for timely provision of confidential counseling and psychological support services to the fellows. Training situations which consistently produce undesirable stress on fellows will be evaluated and modified.

**FELLOW EVALUATION:** The CCM fellows undergo a formative evaluation every six months by the Clinical Competency Committee based on the ACGME Milestones for critical care medicine. Fellows are provided with a written summary of their performance after their semi-annual review meeting with the Program Director. Fellows are furnished with a final evaluation in accordance with GME policy upon completion of the training program.

The fellows have unlimited access to their evaluations on request; the records are kept in a locked file by the Program Director to maintain confidentiality and on medhub (password protected). Problems in performance are discussed with individual fellow as necessary and efforts made to identify and resolve problems in a timely fashion. The Graduate Medical Education (GME) office is notified of any fellow performance difficulties including letters of deficiency and presentations are made to the GME committee as appropriate.

The Program Director and the teaching staff, constantly monitor fellow stress, including mental or emotional conditions inhibiting performance or learning, and drug or alcohol related dysfunction. Timely access to confidential counseling and psychological support services is provided to fellows if needed. Training situations, which are found to consistently produce undesirable stress on the fellows, are evaluated and modified

**FACULTY EVALUATION:** The fellows formally evaluate the faculty on a yearly basis using an anonymous system through medhub. The results are discussed with the critical care faculty during their annual evaluation with the ICU Director who is provided a summary of these evaluations, or on an as needed basis if concerns arise.

**PROGRAM EVALUATION:** The Program is reviewed each spring by the Program Evaluation Committee (see PEC policy) whereby the program is evaluated and improvements are suggested. The fellows and attendings provide a program evaluation yearly through medhub. This is in addition to the ACGME resident and faculty survey. An alumni survey is also utilized to solicit feedback on the professional quality of graduates.