



FRANCISCAN MISSIONARIES OF OUR LADY  
HEALTH SYSTEM

<b>RESPONSIBLE DEPARTMENT:</b> SFMC GME		<b>SUBJECT:</b> Resident Evaluation and Promotion
<b>PAGES:</b> 2		<b>REPLACES POLICY DATED:</b> N/A
<b>ORIGINAL EFFECTIVE DATE:</b> 10/13/20	<b>REVISION EFFECTIVE DATE:</b> N/A	<b>POLICY NUMBER:</b> GME-ADM-05

**PURPOSE:**

The purpose of this policy is to define the overall process for resident evaluation and promotion from one postgraduate level to another in an SFMC sponsored graduate medical education program following satisfactory completion of each 12-month period in the program.

**DEFINITIONS:**

Clinical Competency Committee (CCC): At a minimum, the Clinical Competency Committee must include three members of the program faculty, at least one of whom is a core faculty member. Additional members must be faculty members from the same program or other programs, or other health professionals who have extensive contact and experience with the program's residents. The Clinical Competency Committee must review all resident evaluations at least semi-annually, determine each resident's progress on achievement of the specialty-specific Milestone, and meet prior to the residents' semi-annual evaluations and advise the program director regarding each resident's progress

**POLICY:**

- A. Each program will have written policies and procedures regarding evaluation and promotion that are specific to its residents and its specialty's requirements. It is expected that program-specific policies will conform at a minimum with these guidelines from the Graduate Medical Education Office.
- B. Each resident will meet with an assigned faculty advisor periodically, at least twice each academic year for an Educational Development Conference (EDC). Information to be presented and reviewed at the EDC will include all evaluation and performance material available since the last EDC, along with input from the program's Clinical Competency Committee (CCC), in which the program's faculty have reviewed, discussed and offer insight about each individual resident's performance.
- C. The program's Clinical Competency Committee (CCC) will evaluate each resident at least twice each academic year.
- D. CCC reviews will be summarized for the resident's file and for review at the time of EDC. Each resident will have the opportunity to provide written additions or comments in response to the summary. The summary will be signed by the faculty advisor and the resident, placed in the resident file, and copied to the Program Director.
- E. CCC recommendations regarding promotion to the next program year level will be made by April/May of each academic year.
- F. The Program Director will incorporate CCC recommendations in making the final determination regarding advancement to the next program level. Deficiencies will be addressed in accordance with the Resident Due Process Policy.
- G. In instances where a resident's agreement will not be renewed, or when a resident will not be promoted to the next level of training, the program will provide the resident with written notice of intent 4 months prior to the end of the resident's current agreement, except in the case when the cause for non-promotion/non-reappointment occurred within the final 4 months. In such cases house officers will be notified in writing with as much notice as possible.
- H. In instances where a resident's agreement will not be renewed, or when a resident will not be promoted to the next level of training, residents have the right to request formal review of the reportable action under the Resident Due Process Policy.

**ACGME STANDARD: IV.C.**

**STATUTORY/REGULATORY AUTHORITY: GMEC**