

**CENTRAL IOWA HEALTH SYSTEM
GRADUATE MEDICAL EDUCATION COMMITTEE**

POLICY ON EVALUATION, PROMOTION AND TRANSFER OF RESIDENTS

I. Purpose

This policy identifies the guidelines used by the residency programs concerning resident evaluation, promotion, and transfer on the basis of satisfying established criteria within their respective residency programs.

II. Procedures

- A. Evaluation. Residents are evaluated on a regular basis by teaching staff, nurse managers, other residents, and whenever possible, patients. These evaluations assess resident competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice. Program directors review specialty board certification examination requirements and resident progress towards eligibility to sit for board examinations. Areas of particular achievement and areas in need of improvement are also noted. These evaluations are given to the respective program director who summarizes the evaluation and includes them as part of the resident's file. The program director meets periodically with the residents to discuss the evaluations and areas of performance where improvement is needed
- B. Promotion. The program director reviews the files of each resident at least annually to determine if the resident is ready for promotion to the next level of training. If the program director and faculty evaluations indicate that the resident has demonstrated the appropriate skills and attained adequate knowledge for his/her level of training, the resident will be promoted. The program director and the Director of Medical Education / Designated Institutional Official (DME/DIO) may refuse to promote the resident until identified deficiencies are corrected and appropriate training is completed.
- C. Non-Renewal of Appointment Agreement. If the program director and faculty determine that a resident's appointment agreement will not be renewed a written notice of non-renewal will be given to the resident prior to one hundred and twenty (120) days of the start of the program year. If however the primary reason(s) for nonrenewal occurs within the four months prior to the end of the appointment agreement the resident will be given as much notice as reasonably possible.
- D. Dismissal / Disciplinary Action. All residents have the right of appeal of any adverse decision of the residency director. Further information on the disciplinary action/appeals process is provided in the "Appeals Procedure for the Resident" which includes the "Due Process and Grievance Procedure." This document accompanies the resident appointment contract.

- E. Transfer. 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. The program director must provide timely verification of residency education and summative performance evaluations for residents who leave the program prior to completion.

Any questions regarding this policy should be directed to the DME/DIO.