

**Department of Medicine – Internal Medicine
Postgraduate Program
Assessment & Evaluation Policy for Residents**

Assessment and evaluation are an important aspect of the Department of Medicine, not only for tracking Resident performance and progress, but also for program development and accreditation through the Royal College of Physicians and Surgeons. Completing assessments and evaluations in a timely manner is of utmost importance in order to produce semi-annual and annual progress reports as well as distribute program evaluations and faculty assessments. This document outlines the assessment and evaluation responsibilities for Residents. If you have any questions regarding this document, or specific evaluations, please contact Sylvia Mioduszewski, Education Evaluation Coordinator (DOMevaluation@lhsc.on.ca, 519-663-3511).

ITER (In-Training Evaluation Report)

It is the responsibility of the Resident to ensure that Faculty members or Supervisor to complete the ITER within 4 weeks following the completion of the rotation. It is also the responsibility of the Resident to schedule a time at the convenience of the Faculty or Supervisor to meet prior to the end of the rotation to discuss their performance. This must be done in the last week of the block. In addition to the face to face meeting with Faculty, Residents must also review the final ITER on One45 and indicate that they have done so.

Residents completing an Out of Town Elective will receive a PDF copy of the ITER to have completed by their rotation supervisor. This form must be returned to Education Office within 4 weeks of the end of the rotation to ensure the Resident will receive proper credit. Ideally residents should have the evaluation completed before they leave the rotation. If an evaluation is not received the Resident may need to complete an additional block of training.

Residents who complete a Research Rotation will also be required to have a Research Rotation ITER completed by their research supervisor. This form will be sent to each Resident via One45 in the last quarter of the academic year. Only one form will need to be completed for each academic year regardless of the number of blocks of research time taken. The Resident will distribute the form to their supervisor and are responsible for following up to ensure it has been completed by the end of academic year (June 30th).

If at any point a Resident receives an evaluation that is “Borderline” they will meet with the Program Director. If a Resident receives an evaluation that is “Below Expectations” they will require remediation.

Oral Structured Clinical Examination (OSCE)

The OSCE provides residents with an opportunity to be assessed on their clinical skills (physical exam, communication, interpretation of investigations, etc.) in preparation for Royal College examinations. All PGY1 and PGY3 residents are expected to participate in the OSCE. PGY2 residents who have received special training by experts will be the examiners. The PGY1 and PGY3 residents will be scored using an evaluation that is tailored to each case. Evaluations will be summarized and tallied following the examination. Reports are distributed to Residents by email and residents who performed below expectations are contacted and referred to the [Coaching Program](#) for additional assistance. For more information about the OSCE please refer to the following link.

<http://www.schulich.uwo.ca/deptmedicine/postgraduate/core-internal-medicine-program/exams/>

American Board of Internal Medicine (ABIM) Exam

The ABIM exam is designed to evaluate the knowledge and clinical judgment of Residents. This exam is a tool to prepare Residents for the Royal College Exam. Exam results are received from ABIM. Individual results are reviewed by the Education Office and distributed to Residents by email. Residents who receive a score on or below the 10th percentile will be referred to the [Coaching Program](#). Residents who score on or below the 25th percentile will be recommended to self-refer to the Coaching Program.

Academic Half Day (AHD) Evaluation

This evaluation form serves several purposes:

- To ensure AHD sessions are meeting the academic and clinical learning goals of the Residents,
- To ensure exceptional presenters are recruited for AHD,
- To ensure a wide variety of clinical topics are addressed at AHD, and
- To understand potential reasons for residents not attending the sessions, whether that be clinical duties or other conflicts.

It is important for the program to address any potential conflicts to ensure that all Residents are receiving the same opportunities in terms of access to academic teaching. The information provided on this form will be used by the program to plan future AHDs and also to provide timely feedback to the presenters.

Department of Medicine Faculty Assessment Form

The purpose of this form is to ensure Faculty members are achieving a standard of teaching that is expected from the program and from the Residents. Residents must complete this assessment in order to access their rotation evaluation (ITER) in One45. The feedback provided will be compiled and sent to Faculty members on an annual basis through the Staff Activity Reporter (STAR).

Rotation Evaluation Form

The purpose of this evaluation is to assess the quality of the learning experience in each rotation. Residents must complete this evaluation in order to access their rotation evaluation (ITER) in One45. This information will be reviewed on an annual basis to assess each of the rotations and to ensure that the outlined goals and objectives are being met in the learning environment.

Direct Observation (Mini-CEX)

Direct Observation is an important part of Resident learning and also the Royal College of Physicians and Surgeons of Canada (RCPSC) Accreditation. This process is meant to document Direct Observations as well as provide Residents with an opportunity to receive immediate feedback from Senior Residents, Fellows or Consultants based on various types of interactions with Patients. Please refer to the Direct Observation Policy for detailed information and instructions. Policy can be located at the following link.
<http://www.schulich.uwo.ca/deptmedicine/postgraduate/core-internal-medicine-program/evaluation/>

Procedure Log

The Procedure Log is a tool on One45 used to track a number of mandatory and recommended procedures throughout residency. Procedure logs should be updated on a regular basis and feedback should be requested from the supervisor whenever possible.

Postgraduate Medical Education, Resident Evaluation and Appeals Policy

It is the responsibility of the Resident to read this document and be familiar with its content.
<http://www.schulich.uwo.ca/medicine/postgraduate/policies/files/Policies/2013Evaluation-and-Appeals-Policy.pdf>

Note: If there are any outstanding evaluations Residents will be unable to schedule their progression interviews. Also, ITER results will not be released to the Resident until the Faculty Assessment and Rotation Evaluations have been completed (as well as other forms, if applicable).

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