

Family Medicine Residency Completions: Evaluation Requirements and Processes

This policy outlines the expectations and required procedures for residents and preceptors related to completing In-Training Evaluation Reports (ITERs). It also specifies how incomplete ITERs affect residency completion and establishes escalation steps and consequences for non-compliance.

ITERs must be completed promptly to ensure accurate assessment of resident performance, compliance with accreditation standards, and timely progression toward residency completion. Both residents and preceptors share responsibility for ensuring evaluations are completed within established timelines.

Resident Responsibilities

Reminder Protocol

After the end of each rotation block:

- Two weeks after block end, if the ITER is incomplete, the resident must send a reminder email to the preceptor.
- The resident must send up to two (2) documented reminder emails if the evaluation remains outstanding, copying the PG Team at fmpgc@schulich.uwo.ca
- Reminders must be professional, courteous, and spaced reasonably to allow the preceptor time to respond.
- Residents must keep copies of all reminder communications as evidence of meeting their obligations.

If it is the last rotation block prior to completion:

- Resident will contact preceptor mid rotation and express to the preceptor the urgency of completing the evaluation in a timely fashion. An additional email is to be sent the following week if the evaluation remains incomplete, copying the PG Team at fmpgc@schulich.uwo.ca
- Reminders must be professional, courteous, and spaced reasonably to allow the preceptor time to respond.
- Residents must keep copies of all reminder communications as evidence of meeting their obligations.

Program Office Responsibilities

- Once the resident has sent two reminders, the Program Office will contact the preceptor to request completion of the outstanding ITER.
- The office will document communications and follow up until the evaluation is completed or the issue is escalated to the Site Lead or Program Director.
- Concerns involving recurrent preceptor non-completion will be addressed through administrative channels.

Evaluation Completion Requirements

Core Rotations

- All core rotation ITERs must be completed to satisfy residency completion requirements.
- Up to one (1) core ITER may be excused only under exceptional circumstances.
- All Periodic Reviews must be completed in their entirety.

Elective Rotations

- Residents should have completed ITERs for all elective rotations.
- Up to two (2) elective ITERs may be excused.

Excessive Missing Evaluations

If missing ITERs exceed the above noted, the resident must meet with the FM Program Director.

Escalation Process for Incomplete ITERs

- Resident sends two email reminders.
- Program Office intervenes if resident is unsuccessful.
- Escalation to Program Director.

Consequences for Non-Compliance

For Residents

- Impact on Final Assessment and Competence Committee deliberations.
- Delays in program completion notification to CFPC.

For Preceptors

- Direct communication from Program Director.
- Review by the Department Chair
- Reduced or suspended teaching assignments

Review Cycle

This policy will be reviewed every two years or sooner if accreditation requirements change.