

# Evaluation and Promotion Policy

*August 1994*

*Revised March, 2002\**

---

University at Buffalo (UB) must ensure that resident performance is appropriately monitored and assessed. These assessments permit trainees and faculty to develop appropriate individualized goals and learning objectives and form the basis for decisions regarding remediation, probation, and promotion. Successful completion of an accredited training program should prepare residents to pass examinations leading to board certification.

Each program must have written performance standards and an evaluation and promotion process which is distributed to all trainees. This process must address the frequency and method of evaluation, conditions which warrant academic probation or other remedial action, conditions for promotion, and how information is tracked and conveyed to the resident. A current copy of the process must be submitted to the Office of Graduate Medical Education and Resident Services.

Minimum standards for the evaluation process include:

- A file which includes evaluation materials must be maintained on each resident.
- Evaluations must be completed according to current RRC requirements.
- Feedback regarding resident performance is recommended during each clinical assignment.
- Program Directors must meet with residents at least every 6 months to review their written evaluations and discuss their overall performance. Resident signatures verifying these reviews are recommended.
- Residents are permitted to prepare a written response to evaluations which will be placed in the resident's evaluation file.
- Unsatisfactory evaluations must be immediately discussed with residents. A written plan of correction, including a method for determining if the problem has been resolved, should be developed.
- A final written evaluation must be completed for each resident completing a program or transferring to another program.

---

\*Sponsoring Institution: University at Buffalo (UB) December 19, 2004