

## Medical Education Policy: Evaluation and Advancement – Dental General Practice Residency

Facility: CMC

Origin Date:

Revision Date: September 2020

Sponsor: GMEC

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### I. PURPOSE:

Residents must be provided with timely and appropriate ongoing feedback and evaluation about their performance and clinical competence relative to the competency-based educational goals and objectives of the program. Programs must be able to communicate the criteria and process for advancement to residents.

### II. SCOPE:

This policy applies to the Commission on Dental Accreditation (CODA) accredited post-graduate training program sponsored by Carilion Medical Center (CMC). The program may have additional processes and requirements beyond the minimal requirements identified in this policy.

### III. DEFINITIONS:

Feedback is an interactive process where faculty and others (including patients) working with residents in patient care and educational settings communicate about observable resident behaviors with the intent of improving performance. Feedback should be based on learning objectives and goals set by the resident's attending faculty and program. Feedback should be timely (delivered as close to the occurrence of an event or activity as possible) and ongoing.

Evaluation is a process whereby faculty or others involved in resident education and patient care provide written and oral summaries of a resident's performance judged against expected levels of achievement for a particular stage of resident training. Evaluation can be both formative and summative.

1. Formative evaluation Assessment of a resident with the primary purpose of providing feedback for improvement as well as to reinforce skills and behaviors that meet established criteria and standards without passing a judgment in the form of a permanently recorded grade or score.
2. Summative evaluation Assessment with the primary purpose of establishing whether or not performance measured at a single defined point in time meets

established performance standards which is permanently recorded in the form of a grade or score.

Advancement is the process of resident progression through the educational program. Advancement occurs as residents acquire increasing levels of accomplishment in the programmatic goals and objectives. Advancement decisions are usually made at the end of each academic year and are based on a summative evaluation process that reviews multiple sources of evaluation data collected throughout that year.

Graduate Medical Education Committee (GMEC) is the committee authorized by the Board of Directors and administration of CMC to advise, monitor and evaluate all aspects of residency education. Membership is determined by the GMEC policy.

Program Director is the dentist appointed by the institution and registered with CODA to provide academic and administrative oversight of the residency program and to ensure that residents progress through the program in an appropriate fashion.

Resident refers to all interns, residents, and fellows participating in CMC post-graduate training programs.

Residency Program refers to the post-graduate dental education program accredited by CODA.

#### IV. PROCEDURE:

##### A. Feedback:

1. The program must have a process in place to ensure that residents receive appropriate and timely feedback throughout each educational rotation.
2. Feedback should be based on learning objectives and goals set by the faculty and program
3. Feedback must be based on observable behaviors and must be given with the intent of improving performance.

##### B. Formative Evaluation:

1. The program must provide residents with ongoing formative evaluation.
2. Formative evaluation will occur after each clinical session or rotation.
3. The following evaluation forms will be utilized by faculty when completing formative evaluations and will be available on MedHub.
  - a. Procedure Evaluations will be submitted to document daily resident clinical performance.

- b. Presentation Evaluations will be submitted to document resident presentation performance.
  - c. Rotation Evaluations will be submitted to document resident rotation performance.
4. A copy of all completed evaluation forms must be kept in the residents' educational files.
5. Residents must have the opportunity to review all completed evaluation forms in a timely fashion. The programs encourage direct communication of formative evaluations by the faculty to the residents.
6. All decisions to fail a resident on an educational rotation must be verbally communicated to the resident in a timely fashion, preferably no later than two weeks after completing the rotation and/or the determination to fail the resident.
7. Residents may utilize the Redress of Grievances Policy if they disagree with a completed evaluation.

C. Evaluations:

1. The program will provide interim evaluations at least three times per academic year on all residents.
2. The evaluation process should summarize evaluations completed during the current academic year to the date of the evaluation and will be submitted to document resident performance and progression towards competency.
3. Evaluations should be reviewed by and preferably with the resident. Copies should be maintained in the resident's file.
4. Residents may utilize the Redress of Grievances Policy if they disagree with a completed evaluation.

D. Summative Evaluation and Advancement Decisions:

1. Programs must complete an annual evaluation and assessment of progress on all residents.
2. Programs should identify outcome measures to guide advancement decisions. Outcome measures should be communicated to residents.
3. Advancement decisions are made by the Program Director with input from the program faculty.
4. Residents who fail to achieve increasing levels of competency in the programmatic goals and objectives may be required to repeat all or part of an academic year and to extend their training program.
5. Residents who fail to be advanced may be subjected to disciplinary actions as defined in the Academic Behavioral Discipline policy.

6. Residents who fail to advance in the program may be subjected to non-renewal of their contract as described in the Reappointment of Residents policy.
7. Residents may utilize the Redress of Grievances Policy if they disagree with a decision to not be advanced in the program.

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<b>Name</b>	<b>Title</b>	<b>Dept./Committee</b>	<b>Date</b>
Daniel Harrington, MD	DIO	GMEC	February 19, 2008
Daniel Harrington, MD	DIO	GMEC	January 1, 2011
Donald W. Kees, MD	DIO	GMEC	March 18, 2014
Donald W. Kees, MD	DIO	GMEC	September 19, 2017
Donald W. Kees, MD	DIO	GMEC	September 15, 2020