

Medical Education Policy: Faculty Evaluation

Facility: CMC
Origin Date: October 2007
Revision Date: March 2023
Sponsor: GMEC

1. PURPOSE:

Carilion Medical Center (CMC) is committed to providing a well-qualified faculty to ensure proper teaching and supervision for fellows, residents, and medical students. The quality of the faculty's teaching and clinical care is a determinant of the quality of the program and the residents' future clinical care. Adequate feedback regarding work and educational activity performance are requisite to honoring this responsibility. Program directors have an obligation to measure and report back the effectiveness of faculty in their residency-oriented endeavors. This evaluation process must be performed annually in a confidential manner and maintain the anonymity of learners and other program members participating in the evaluation process. Faculty are provided performance evaluations based on CMC's goal of quality and continuous improvement.

2. SCOPE:

This Policy applies to all full-time and part-time paid or volunteer faculty associated with the Accreditation Council for Graduate Medical Education (ACGME), Commission on Dental Accreditation (CODA), and Council for Podiatry Medical Education (CPME) accredited post-graduate training programs sponsored by CMC.

3. DEFINITIONS:

- A. Program or Residency Program refers to an accredited or non-accredited post-graduate medical education program based at Carilion Clinic.
- B. Program Director is the lead physician, dentist or podiatrist appointed by the Institution and registered with the appropriate ACGME Residency Review Committee, CODA, or CPME to provide academic and administrative oversight of the respective Residency Program.
- C. Resident refers to all interns, residents, and fellows participating in CMC's post-graduate medical education programs.

4. PROCEDURE:

- A. The Program Director is responsible for day-to-day management of the program including management of faculty, support staff and residents.
- B. The Program Director must develop and oversee a process to evaluate faculty members for their participation in the residency program's educational components.
- C. Residents evaluate faculty according to program policy. The residents must evaluate the faculty in writing at least annually.
- D. The residents' evaluations of the faculty will be collected in a confidential and anonymous manner.
- E. A summary of the resident's evaluations of the faculty, and if available, the medical student's evaluations will be uploaded into Elements.
- F. Each faculty member will undergo an annual performance review using a standardized form per the Department's or Division's faculty evaluation process. The form is located in Elements. The annual review must include:
 - a review of resident evaluations of the faculty member
 - a review of the medical student's evaluation of the faculty if available
 - faculty's clinical teaching abilities
 - engagement with the educational program
 - participation in faculty development related to enhancing their skills:
 - as educators and evaluators
 - in quality improvement, eliminating health inequities, and patient safety
 - in fostering their own and their residents' well-being
 - in patient care based on their practice-based learning and improvement efforts
 - clinical performance
 - professionalism
 - scholarly activity

Faculty must receive feedback on their evaluations at least annually. These should be used as a basis for program-wide faculty development plans.

- G. The evaluation of the faculty may be completed by the program director, the section chief, the chair of the department or their designee.
- H. CMC faculty members are also members of the medical staff of Carilion Clinic. They are formally appointed to the medical staff and receive initial privileges. Each member of the medical staff is reappointed every two years, and reappointment is evidence of additional evaluation and oversight of all Carilion Clinic physicians serving as faculty.

Name	Title	Dept./Committee	Date
Daniel P. Harrington, MD	DIO	GMEC	January 1, 2012
Donald Kees, MD	DIO	GMEC	January 1, 2015
Donald Kees, MD	DIO	GMEC	June 18, 2019
Donald Kees, MD	DIO	GMEC	December 17, 2019
Arthur Ollendorff, MD	DIO	GMEC	March 21, 2023