

Graduate Medical Education Policy	Faculty Evaluation
Facility/Sponsor	CMC/GMEC
Policy Origin Date	October 2007
Revision Date	March 2023

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.

SCOPE

This policy applies to all Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited graduate medical education programs sponsored by Carilion Medical Center (CMC).

DEFINITIONS

Program or Residency Program refers to an accredited or non-accredited post-graduate medical education program based at Carilion Clinic.

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.

Resident refers to all interns, residents, and fellows participating in CMC's post-graduate medical education programs.

PROCEDURE

1. The Program Director is responsible for day-to-day management of the program including management of faculty, support staff and residents.
2. The Program Director must develop and oversee a process to evaluate faculty members for their participation in the residency program's educational components.
3. Residents evaluate faculty according to program policy. The residents must evaluate the faculty in writing at least annually.
4. The residents' evaluations of the faculty will be collected in a confidential and anonymous manner.
5. A summary of the resident's evaluations of the faculty, and if available, the medical student's evaluations will be uploaded into Elements.
6. 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. a review of resident evaluations of the faculty member
 - b. a review of the medical student's evaluation of the faculty if available
 - c. faculty's clinical teaching abilities
 - d. engagement with the educational program

- e. participation in faculty development related to enhancing their skills:
 - i. as educators and evaluators
 - ii. in quality improvement, eliminating health inequities, and patient safety
 - iii. in fostering their own and their residents' well-being
 - iv. in patient care based on their practice-based learning and improvement efforts
 - f. clinical performance
 - g. professionalism
 - h. scholarly activity
7. Faculty must receive feedback on their evaluations at least annually. These should be used as a basis for program-wide faculty development plans.
 8. The evaluation of the faculty may be completed by the program director, the section chief, the chair of the department or their designee.
 9. 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.

Designated Institutional Official	Reviewing Committee	Date Approved
Daniel Harrington, MD	GMEC	January 1, 2012
Donald Kees, MD	GMEC	January 1, 2015
Donald Kees, MD	GMEC	June 18, 2019
Donald Kees, MD	GMEC	December 17, 2019
Arthur Ollendorff, MD	GMEC	March 21, 2023