

## Postgraduate Medical Education (PGME)

Title:	Resident Evaluation of Faculty	Number:	022a
Approved By:	PGMEC		
Approval Date:	September 24, 2019		
Contact:	postgrad@postgrad.med.ubc.ca		

### Preamble

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PGME requires that ALL faculty are assessed and receive feedback on their teaching. This policy applies to all teaching faculty, clinical faculty and full or part time academic faculty. Faculty must receive their assessments in a timely manner as outlined in the conjoint Residency Accreditation Standards of the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada, and any applicable Faculty of Medicine or University of British Columbia policies.

### Policy

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Faculty will be regularly assessed by residents on their teaching at the end of a required learning experience.

Individual faculty assessment reports will be distributed when a **minimum of four (4) residents** have assessed them at a **minimum of every two (2) years**.

Where a preceptor has had less than 4 residents assigned to them or to whom they have provided teaching within a two year time period, comments may be passed on once the residents providing comments will have completed their programs based on the expected duration of the residency program, acknowledging that the provision of anonymity in this circumstance is less robust than that provided to residents who remain within the training program.

Individualized faculty assessment reports may be accessed by Regional Associate Deans or designates, Department Heads, and Supervising Faculty or designate, as deemed necessary.

Aggregated anonymized faculty assessment data will be made available to inform and support continuous quality improvement (CQI) activities and faculty development initiatives. Adopting a CQI model could aid in the development of strategies that accommodate changing program needs and/or technology.

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### Procedure

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#### Residents

1. All residents will receive an orientation by the Program Director that addresses the purpose of Assessment of Faculty by Residents, the use of collected data, provision of constructive feedback, and the avoidance of malicious feedback.
2. All Residents are required to complete faculty assessments after completion of a required learning experience.
3. Residents' comments on assessment forms will remain unedited when faculty assessment reports are made available to faculty.
4. If Low Performance is flagged, the assessment is reviewed by the Program Director. If the comments provided are felt to be of an unprofessional nature, the entire evaluation will be reviewed by the Program Director. If the program Director confirms the comments are unprofessional, the entire evaluation form is removed from the faculty report

#### Faculty

1. All faculty can expect to be assessed by residents.
2. To protect residents' anonymity, faculty will only receive individualized reports when a **minimum of four (4) residents** have assessed them at a **minimum of every two (2) years**.
3. If **four (4) resident assessments are not available for faculty within two (2) years**, the Program Director will make efforts to find alternative means to protect resident anonymity such as combing assessments with other Programs, or from other sources such as resident retreats, chief residents' reports, etc.
4. Upon request, individual faculty will have access to historical individual faculty assessment reports.
5. Low performance assessments of faculty will be flagged to the Program Director; to protect learner anonymity, feedback will be provided at the discretion of the Program Director.
6. Faculty development will be made available to faculty.
7. All faculty must have a profile in the central assessment system.

#### Program / Department

1. The Program Director will oversee faculty assessment and the aggregation and analysis of the data.

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2. Aggregated anonymized faculty assessment reports will be provided upon request to Regional Associate Deans, Department Heads, the Executive Associate Dean Education, the Associate Dean, PGME, the Assistant Dean, Faculty Development, Evaluation Studies, and other relevant program areas, for program improvement.
3. Program and departmental staff will continue to manage the administrative logistics of assessing faculty (set-up of faculty assessment send outs, follow up with residents on faculty assessment completion etc.).
4. Program and departmental staff may identify faculty without assessments so that they are actively targeted for faculty assessment in a timely manner and system alerts are reviewed and escalated as necessary.

Action	Committee	Date	Status
Approved	PGMEC	Sept 24, 2019	Live & Approved