

PGME Process for Faculty Evaluations by Residents

One45

- All evaluations, independent of site or program, are collated in One45
- Program Administrator is responsible for ensuring completion of all evaluations (initial notice, reminders)
- Program Administrator or Provincial Head Executive Assistant compiles all evaluations of a given faculty member and provides the collective package to the Provincial Head for review

Annual Review

- Evaluations are collated and reviewed by Provincial Head's Executive Assistant or Program Administrator. This includes evaluations from preceding academic year(s) if not previously distributed
- Reviewed by the Provincial Department Head
- Report of evaluations is collated and saved in faculty member's file

Faculty evaluation performed outside of the annual review process (if done)

- If rated below expectations (electronic notification received from One45) or if flagged by resident

Faculty member

Concerns Identified

Concerning Evaluations Identified

- Provincial Head utilizes this information for having discussions with the faculty member whose performance is in need for improvement (this meeting is preferably held with the PD/SD present)

Concerns Addressed

- Immediate attention to concern if warranted

Direct Follow up with Relevant Faculty Provincial Head

- If faculty member is not part of the Department

No Concerns Identified

3 or more evaluations identified for faculty member

Evaluations sent to faculty member

- Provincial Head sends the report to individual members for their personal use (reflection and category III credits, identification of further opportunities for development)
- Reminders about options for resources for faculty development within the Department as well as at the College of Medicine are included in the letter.
- Utilizes this information for recognizing teaching excellence

Less than 3 evaluations identified for faculty member

- Evaluations remain for subsequent year collation

Notification letter sent to faculty

- A letter thanking them for their contributions, explain the need for more evaluations to be able to share feedback and reminding them of faculty development opportunities

Faculty Development Lead

Follow-up with Faculty Development Lead

- The Provincial Head provides a summary of overall areas of concern to the Department's Faculty Development Lead to assist in faculty development planning and quality improvement

Program Director

Sent to Program Director/Site Director for follow up

- Provincial Head develops an anonymized cumulative report to send to the PD/SD for discussion at the RPC (identification of good and undesirable practices) and dissemination to all faculty
- RPC uses this information (as part of program evaluation) to identify of good and undesirable practices and dissemination to all faculty
- RPC disseminates this information to all faculty

Program Director/Site Director Report sent back to Provincial Head on actions taken on the cumulative report

- This is an opportunity for coaching and to identify resources to support improvement

- ∅ A minimum of three evaluations need to be compiled for sending to the faculty member to ensure anonymity
- ∅ In smaller programs there may be a need to combine evaluations from residents in the home program with off-service residents and UGME students to ensure anonymity