Psychiatry
UNIVERSITY OF TORONTO

Postgraduate Medical Education

Psychiatry Residency Program Committee
Resident Evaluation Sub-Committee
Terms of Reference (updated April 2011) (minor revisions February 2013)

(Wiesenfeld)

Purpose

The goal of this committee is to provide oversight and guidance regarding resident evaluation, including (a) process and content review when resident performance is evaluated to be substandard (see triggers below) (b) recommendations for remediation, mentorship and modification of training when indicated and (c) recommendations regarding promotions processes from junior to senior resident status.

Membership

1. 1 chair
2. 3-5 teaching staff/faculty
3. 1-2 residents, as determined by PRAT
4. PGE Director

Reporting Relationship

This committee will make reports to the Postgraduate Education Committee as required, advising regarding both resident review outcomes and programmatic trends. Confidentiality of the resident and supervisor will be strictly maintained.

Term

5 Years (renewable x 1)

Chair

The Chair of the Committee will be appointed by the Director of Postgraduate Education for the Department of Psychiatry.

Scope and Responsibility of the Resident Evaluation Sub-Committee:

1. To provide a review of process and content issues when a resident receives sub-expectation evaluation (e.g. core rotations, departmental ORALS, STACERS) or a critical incident in resident performance has taken place (see triggers for review below)
2. To assess whether the guidelines for evaluation have been followed adequately such that the evaluation may be considered to have met the standard.
3. To make changes to the final POWER evaluation if indicated. It is within the scope of the committee to raise a failing grade to a pass or lower a passing evaluation to a failure.
4. To delineate the specific needs of the resident for remediation.

5. To make recommendations as to the optimal program to have those educational needs met.
6. To assess trends in resident assessment and remediation.
7. Based on observed trends, to make further recommendations with respect to generic processes of training or evaluation, to the Director of Postgraduate Education.
8. To oversee a process for resident promotion.

Criteria for Resident Evaluation Sub-Committee Review

1) Automatic triggers for review:

a) scores of 2 or less overall on the Global Rating for any final rotation ITER
b) scores of overall 2 or less in one or more CanMEDS role section for any final rotation ITER

2) Triggers for potential review at the Program Director's and Resident Evaluation Committee's discretion:

a) 3 scores of 2 in any part of the final rotation ITER
b) Critical incidents involving documented patient safety or professionalism concerns.
c) scores of 2 or less Overall on the Mid-term Global Rating ITER
d) departmental oral failures
e) multiple STACER failures

Criteria for Resident Difficulties being Presented to the Postgraduate Board of Examiners

a) when the Resident Evaluation Sub-committee has determined, after process and content review, that the resident has failed a rotation
b) when the Resident Evaluation Sub-committee has determined, after appropriate review, that a resident's performance has breached professionalism standards such that further PGME and residency program oversight and remediation is required.
c) per the Faculty of Medicine Board of Examiners Terms of Reference http://www.pgme.utoronto.ca/content/board-examiners-boe

Details of the Resident Evaluation Review Process:

1) When a meeting is triggered, the committee will endeavour to meet as promptly as possible to provide guidance to the resident, the resident's supervisor and the Program Director.

2) The resident and the resident's primary supervisor are required to attend the meeting. If the resident declines to attend the meeting, the review will take place in his or her absence.

3) The quorum for the Resident Evaluation Sub-Committee shall be 3 committee members, including the Chair.

4) The resident being reviewed will have the option to decline resident sub-committee member representative attend. The resident will also have the option to request that a friend, colleague and/or Residency Advisor attend with the understanding that any attendees may observe but not participate in the meeting.

5) The program director or his/her delegate will also attend each resident evaluation review.

6) The site coordinator and/or the PGY 1 coordinator will also be invited to attend as indicated.

7) The resident and supervisor will receive a summary of the process of the meeting in advance.

8) Both the resident and the supervisor will attend the meeting for each other's presentations and comments so they can appreciate and respond to both questions and each other's perspectives.

9) During the first part of the meeting, the committee members will review completed evaluations and any other written documentation from the supervisor.

10) The supervisor will then take 15-25 minutes to make a verbal presentation which supplements the written evaluation. The supervisor will be asked to provide details of the rotation, examples of sub-expectation performance and information regarding the feedback process in particular.

11) The resident will also be provided an equal opportunity to provide his or her perspective on the rotation in question, including but not limited to understanding of goals and objectives, expectations, feedback provided and any mitigating personal or

learning factors which may have had an impact on rotation performance. The resident may present his or her perspective in writing if preferred but a written summary is not required.

11) The committee will have the opportunity to ask questions of the resident and/or supervisor.

12) Once the presentations and questions have concluded, the resident and supervisor will be excused to allow the committee the opportunity to deliberate.

13) Following the deliberation, the committee will provide recommendations to either confirm that a failure has taken place or amend the evaluation, with accompanying remediation suggestions if indicated.

14) A report will then be prepared by the committee and provided to the Program Director for review and follow-up with the resident and supervisor.

15) A request for review by the PGME Board of Examiners will also be made as indicated above.