

## Resident Evaluation and Advancement Committee

### A. Purpose:

The purpose of the Resident Evaluation and Advancement Committee is to assure that each resident's performance is in compliance with the Accreditation Council of Graduate Medical Education (ACGME) and the American Board of Internal Medicine (ABIM). Further, to oversee the actions of the Program Director and Associate Program Director to assure that they are in compliance with due process procedure. It is the committee's responsibility to make recommendations: (1) to graduate a resident, (2) to advance residents to the next level, or (3) to recommend any remedial or disciplinary action based upon the competencies delineated below.

### B. Application:

This policy applies to all residents in the Department of Internal Medicine.

### C. Objectives:

1. To comply with the general competencies as established by the ACGME. These general competencies include:
  - a. Patient care.
  - b. Medical knowledge.
  - c. Practice-based learning and improvement.
  - d. Interpersonal and communication skills.
  - e. Professionalism.
  - f. Systems-based practice.

These general competencies are further delineated in Appendix I.

2. To comply with the Policies and Procedures of the American Board of Internal Medicine. This represents the minimal standards for an internist. The policies and procedures are delineated in Appendix II.
3. To ensure oversight of the program in compliance with the Resident Fair Process and Grievance Procedure of the University of North Dakota School of Medicine and Health Sciences. This is in Appendix III.
4. To evaluate each residents' progress in terms of their evaluations on rotations.
5. To evaluate each residents' progress as far as completion of research projects and completion of specific ABIM objectives such as Clinical Evaluation Exercises, procedures, etc.

6. To make policy concerning execution of ACGME and ABIM policies.
7. To identify those residents who fail to achieve minimum standard in either one or more rotations and to recommend actions to be taken in compliance with the Resident Fair Process and Grievance Procedure.
8. To monitor, on at least a quarterly basis, the progress of each resident the committee has recommended for probation, mentoring, or remedial action.
9. To recommend on a yearly basis all residents who are to be advanced to the next higher level, or graduated from the program.

#### **D. Membership**

1. Chairperson – The chairperson of the committee cannot be either the Chairperson of the Department of Medicine or the Program Director. The chairperson will be responsible for conducting the meetings in compliance with all due process.
2. Membership of the Committee will include the Program Director, Associate Program Director, as well as eight faculty members designated by the Program Director.
3. The recorder for the committee will be the Program Coordinator.

Tenure on the committee is indefinite.

#### **E. Procedures**

1. The committee will meet quarterly. It will meet after the quarterly reviews and, specifically, it will meet prior to the Program Director being required to submit to the American Board of Internal Medicine, his recommendations for individuals taking the ABIM Boards. During that meeting, permanent agenda items will include:
  - a. Each resident within the program.
  - b. Special discussion about those residents who have required special mentoring, remediation, or those residents who are on probation.
  - c. Other items to be discussed will be at the discretion of the chairperson.
2. Emergency meetings will be constituted to review any suspension, academic probation, or any other action that needs to be approached in an urgent or emergent fashion.
3. The minutes for this committee are highly confidential. They will be reviewed in detail by the chairperson and will be available to each committee member to review. However, they will not be generally distributed until the next Committee meeting. These minutes will be kept by the Program Coordinator. Any resident may have access to the section of the minutes that pertain to that individual, but will not have access to the minutes in general.