1.0 Objectives

1.1 To set out a framework governing the evaluation of residents, faculty and program in the following areas:
   - Access rights to completed evaluations
   - Confidentiality of evaluations for residents, faculty and program

2.0 Scope

Policy applies to the feedback provided by residents and faculty on program and subjects.

3.0 Policy

3.1 Access Rights to view Completed Evaluations

3.1.1 Program Directors (PDs) will not have access to view the completed evaluations to ensure confidentiality since PDs are faculty who will be evaluated by residents as well.

3.1.2 Program Coordinators have access rights to all completed evaluations of their own programs only.

3.2 Resident Evaluations

3.2.1 Evaluations by the faculty are considered formative and thus residents have access to view all completed evaluations.
3.2.2 Programs have the prerogative to decide on the level of anonymity for residents’ evaluations.

3.3 Faculty Evaluations

3.3.1 The program must evaluate the faculty’s performance at least once per year.

3.3.2 To ensure confidentiality, faculty do not have access to view the submitted evaluations.

3.3.3 Report for each faculty will be provided to the faculty with a frequency not shorter than 6 months and with 3 or more evaluators for each report generated.

3.4 Program Evaluations

3.4.1 Residents and faculty must have the opportunity to evaluate the program formally, systematically and in writing at least once a year.

3.4.2 The evaluation will be anonymised upon submission via NI.

3.4.3 Report of the evaluation should be generated on a 6-monthly or 1-year basis with 3 or more evaluators in order to protect confidentiality.

3.4.4 The results of the evaluation will be used to improve the program, specifically the residents’ and graduates’ performance, faculty development and program quality.

4.0 Forms

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1 **Total Anonymity:** When evaluations of this type are submitted, the evaluator’s name is completely and irreversibly removed from the evaluation. Checking this box ONLY removes the evaluator’s name. It will not remove the dates associated with this evaluation, nor will it remove the rotation name from the database. No Evaluator, Status, Date, or Rotation information will show when the evaluation form is viewed, but dates and rotation names will show in statistical reports unless the option to suppress them is selected. Evaluations of this type cannot be set as reciprocal sessions.

**Subject Anonymity:** The evaluator’s name, dates, and rotation information will be hidden from the subject when viewing the evaluation.
5.0 Processes - Workflow

Residents/Faculty are notified of evaluation via NI

Residents/Faculty completed evaluation

Evaluations are anonymised upon submission

Residents can review submitted evaluations via NI.

Each faculty receives the report with a frequency of 6 months or more and with 3 or more evaluators on his/her clinical teaching abilities, commitment to the educational program, clinical knowledge, professionalism, and scholarly activities.

Report on program is generated with a frequency of 6 months or more and with 3 or more evaluators.

The report provides the program feedback on:
- resident performance;
- faculty development;
- graduate performance, including performance of program graduates taking the certification examination; and
- program quality.