Methodist Healthcare System requires that each ACGME accredited Program Director or their designee provide required face-to-face feedback in writing to each resident semi-annually. The written document should be signed by the Program Director and the resident. The faculty evaluations of the resident should be accessible to the residents and not anonymous. The evaluation of residents should use methods that produce an accurate assessment of the residents’ competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism and systems-based practice.

The residents must also provide annual, confidential written evaluations of the faculty that include a review of their teaching abilities, commitment to the educational program, clinical knowledge and scholarly activities.

The educational effectiveness of all ACGME accredited program must be evaluated at least annually by their Program Director, teaching faculty and at least one resident via a documented meeting. The program’s goals and objectives and the effectiveness of the program in meeting them must be ascertained. Confidential written evaluations by residents and faculty of the program should be used in this process, along with the most recent Internal Review by the GMEC of the program and the results from the ACGME Resident Survey, if available. An approved plan of action, if deficiencies are noted, should be documented in the minutes of the meeting.

Upon completion of residency training the Program Director is required to prepare a written final evaluation for each resident. The evaluation must include a review of the resident’s performance during the final period of training and should verify whether or not the resident has successfully completed the requirements of the program. The final evaluation should be part of the resident’s permanent record maintained by the program.