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**POLICY AND PROCEDURE**  
**UNIVERSITY OF NORTH CAROLINA HOSPITALS**  
**GRADUATE MEDICAL EDUCATION**  
**POLICY ON THE EVALUATION OF RESIDENTS**

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University of North Carolina Hospitals expects its ACGME-accredited programs to follow the specific requirements for evaluation of residents of its respective residency review committees. At a minimum, specialty and subspecialty residents (fellows) must be evaluated after each rotation and formally evaluated semi-annually or more frequently if deemed necessary by the program director.

Each program should develop areas to be evaluated specific to the program. Attachment A is the University of North Carolina Hospitals recommended residents/ fellow clinical performance evaluation form. This evaluation form may be completed after each rotation and/or used for the program director's semi-annual formal review of the resident. However, it is to be noted that after each rotation as well as the semi-annual review by the program director that the resident should sign the form.

Within this evaluation process each program must develop an evaluation of the competencies as defined by the specific program requirements. Recommendations in regard to the competencies are attached (attachment B).

The program director must have regular documented meetings reviewing the evaluations of the residents at least semi-annually. Further, the program director should be prepared to provide documentation of such evaluations during the internal review and at the time of the residency review committee site-visit or at times deemed appropriate by the Graduate Medical Education Review Committee.

A final written evaluation of each graduating resident must be placed in the folder of each resident to become a permanent part of that portfolio. The final written evaluation of each graduating resident must also be sent to the Office of Graduate Medical Education. The final written evaluation of the graduating resident must include a statement that the resident has demonstrated sufficient professional ability to practice competently and independently.

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