Instructions for Preparation and Completion of RESIDENT SEMI-ANNUAL REVIEWS

PREPARATION:

I. Print out the Educational Goals and Objectives for the resident’s recently completed rotations

II. Pull all new evaluations since the last review
   o Faculty evaluations of resident (Global Competency)
   o 360 Degree evaluations
   o Lecture / presentation / conference evaluations

III. Print out resident’s surgical logs from the ACGME website

IV. Print out Duty Hours Summary for the past two quarters

V. Evaluate Resident’s Attendance at Conferences

VI. Prepare Summary of Resident Evaluations
   A. Enter the composite data from the evaluations onto the Resident Semi-Annual Review form
   B. Attach copies
      i. Educational Goals and Objectives
      ii. New evaluations
      iii. Operative Case Logs
      iv. Duty Hours

DURING THE REVIEW:

I. Items to be Discussed:
   o Were the goals and objectives of the rotation(s) met?
   o Results of Evaluations, all types
   o Duty Hours
   o Operative Logs
   o Conference Attendance

II. Evaluations:
   o Resident and Program Director to review all new evaluations.
   o If resident has an issue with any of the evaluations, he/she should prepare a statement on a separate sheet of paper that will be attached to the evaluation of concern.

III. Inquire if the resident has any items that need to be added to his/her portfolio.
   o Copies of publications and/or research materials

Courtesy of Beth Musser, Urology Residency Program Coordinator
Instructions for Preparation and Completion of RESIDENT SEMI-ANNUAL REVIEWS (Continued)

- Copy of lecture / presentation materials

UPON COMPLETION OF THE REVIEW:

I. Program Director will dictate a summary of the review which will be typed up in the appropriate section of the form. The last page of the form is then signed by both the Program Director and the Resident. The signed summary with all attachments will be kept in the resident’s file.

II. Enter the review date in New Innovations