

Policy Name:	Evaluation of the Rotation/Educational Experience by Residents
Application/ Scope:	All PGME Programs
Approved (Date):	Policy Development Committee: December 19, 2019; PGME Executive Committee: April 14, 2020; Dean's Council: October 6, 2020 ; PGME Executive, June 8, 2021
Review Date:	Five years from the approved date
Revised (Date):	
Approved By:	Faculty Executive Council: November 17, 2020, College Executive Committee: August 19, 2021

BACKGROUND

The **CanERA** Standards of Accreditation for Residency Programs require that “there is a process to review and improve the Residency Program” and that “there is an evaluation of each of the Residency Program’s educational experiences, including the review of related competencies and/or objectives.” This evaluation relies on data and information from multiple sources, including feedback from residents. The review of the Residency Program includes evaluation of the individual rotations that incorporates the following principles:

- The opinions of the residents must be among the factors considered in the review
- There must be a mechanism in place for rotation/educational experience evaluation that respects resident anonymity and confidentiality
- There must be a mechanism in place for the Residency Program Committee/Department/PGME Office to effectively act on the information obtained through rotation/educational experience evaluation

DEFINITIONS

CanERA – means Canadian Excellence in Residency Accreditation and refers to the system of residency education accreditation developed by CanRAC

CanRAC – is the Canadian Residency Accreditation Consortium, comprised of the three medical residency education accrediting colleges in Canada: Royal College of Physicians and Surgeons of Canada, College of Family Physicians of Canada (CFPC) and Collège des médecins du Québec (CMQ)

PGME – means Postgraduate Medical Education and refers to the Office of Postgraduate Medical Education, which operates within the Max Rady College of Medicine. It represents postgraduate medical education at the University of Manitoba through residency, fellowship, Areas of Focused

Competence, post-doctoral and other training programs. The programs which PGME oversees are those accredited by the Royal College of Physicians and Surgeons of Canada (RCPSC), the College of Family Physicians of Canada (CFPC), the Canadian Psychological Association (CPA), the Canadian Academy of Clinical Biochemistry (CACB), the Canadian College of Microbiology (CCM) and the Canadian College of Medical Genetics (CCMG). Applicable to all of its training programs, PGME develops and administers policies and governs through the PGME committees. The PGME Office is overseen by the Associate Dean, PGME, Max Rady College of Medicine

1. PURPOSE

- 1.1 To provide guidance for the Residency Programs with respect evaluation of rotations/educational experiences by residents

2. POLICY STATEMENTS

- 2.1 It is the professional obligation and responsibility for residents to evaluate each and every rotation/educational experience to which they have been assigned in an objective and timely manner upon completion of the rotation/educational experience by means of the following criteria:

- Appropriate organization with respect to scheduling, registration and access
- Adequate orientation for the rotation/educational experience
- Clear rotation/education experience expectations for the resident
- Adequate clinical/other resources for resident to meet educational goals/competencies
- Adequate supervision for the level of training
- Appropriate Educational/service ratio
- Constructive and timely feedback during the rotation/educational experience
- Safe and positive learning environment

- 2.1.1 Failure of the resident to comply with timely completion of rotation/educational experience evaluation will be considered a dereliction of professional duty

- 2.2 Feedback from residents regarding rotation/educational experience evaluation will be processed and managed in a manner that protects resident anonymity and confidentiality
- 2.3 Based on the data and information reviewed, rotation/educational experience strengths will be identified and actions will be taken by the Residency Program Committee in conjunction with the Department and with the PGME Office to address areas for improvement

3. PROCEDURES

- 3.1 Residents will complete and submit the online **Rotation Evaluation Form and/or Educational Event Assessment Form** (see Appendix 1; note additional questions specific to the rotation/experience may be added by your program) in a timely (within two (2) weeks

of completion of rotation/educational experience) manner upon completion of each rotation/educational experience evaluations of the rotations/educational experiences

- 3.2 Rotation Evaluations will be collected, reviewed, collated and aggregate reports will be made available to Residency Program Directors and other stakeholders through the curriculum management system, by an appointed individual in the Office of Professionalism, Max Rady College of Medicine in a manner that protects resident anonymity and confidentiality (see Appendix 2, **Process Map**)
 - 3.2.1 In the case where immediate action is required, the information in the aggregate report will be shared with the Associate Dean, Professionalism for distribution and sharing with the Associate Dean, PGME, the relevant Department Head and other stakeholders, as appropriate
- 3.3 Aggregate reports of Educational Event Assessments are available to Residency Program Directors through the curriculum management system. Program Directors will review and distribute to relevant stakeholders in a manner that protects resident anonymity and confidentiality (see Appendix 3, **Process Map**)
- 3.4 Continuous improvement of rotations/educational experiences by the Residency Program Committee/Department/PGME Office will take into account the information received from the residents through the evaluation of rotations/educational experiences (see Appendices 2 and 3, **Process Maps**)
- 3.5 Failure of a resident to comply with the responsibility of timely completion and submission of the Rotation Evaluation Form may result in the following, although exceptions may be granted in exceptional circumstances:
 - Documentation of the professionalism breach in the resident's academic record/file
 - Inability of the resident to obtain a "letter of good standing" from the PGME Office

POLICY CONTACT: Associate Dean, PGME

REFERENCES

CanERA, General Standards of Accreditation for Institutions with Residency Programs
<http://www.canera.ca/canrac/canrac/documents/general-standards-accreditation-for-institutions-with-residency-programs-e.pdf>

CanERA, General Standards of Accreditation for Residency Programs
<http://www.canera.ca/canrac/canrac/documents/general-standards-accreditation-for-residency-programs-e.pdf>

Max Rady College of Medicine, PGME Student Affairs and Wellness Office
<https://umanitoba.ca/medicine/student-experience/student-affairs>

Max Rady College of Medicine, Professionalism Office
http://umanitoba.ca/faculties/health_sciences/medicine/professionalism/index.html

University of British Columbia, PGME Resident Evaluations of Educational Experiences
<https://med-fom-pgme.sites.olt.ubc.ca/files/2019/10/022b-Resident-Evaluations-of-Educational-Experiences-PGME-Policies-and-Procedures.pdf>

University of Manitoba, Max Rady College of Medicine, Essential Skills and Abilities for Admissions, Promotion and graduation in the MD Program

<https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies#max-rady-college-of-medicine>

University of Manitoba, Max Rady College of Medicine, Prevention of Learner Mistreatment Policy

https://entrada.radyfhs.umanitoba.ca/community/pgmepoliciescommunit#user_Ethics_Privacy_and_Professionalism

University of Manitoba, Max Rady College of Medicine, Supervision of Learners Policy

https://entrada.radyfhs.umanitoba.ca/community/pgmepoliciescommunit#user_Assessments_Atten_dance_and_Evaluation

APPENDICES

Appendix 1 - [Rotation Evaluation and Educational Event Assessment Forms](#)

Appendix 2 - [Process Map – PGME Evaluation of Rotation by Residents](#)

Appendix 3 - [Process Map – PGME Evaluation of Educational Event by Residents](#)