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## Graduate Medical Education Institutional Handbook

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### X. DUE PROCESS; GRIEVANCE

#### D. HOUSE STAFF EVALUATION

The institutional electronic evaluation system in [New Innovations](#) is used at UTMB and is mandatory for all residency programs including faculty and house staff. Each UTMB residency training program is to have a written procedure approved by the institution for regularly scheduled electronic evaluations of the performance of each house staff by such program's Program Director as required by the ACGME's Institutional Requirements. The fact that these evaluations have been reviewed with the house staff will be documented in the individual's electronic file. House Staff will be notified by e-mail when their evaluation is completed. A log of the house staff viewing the evaluation will be maintained. These electronic evaluations are intended to document the strengths and weaknesses of the house staff's knowledge and/or performance including the core competencies required by the ACGME. The training program is expected to notify the house staff at the earliest time possible of significant deficiencies in knowledge or performance, document plans for correction or improvement, and monitor success or lack thereof in doing so. Evaluations completed on each house staff will be retained in the electronic evaluation system permanently.

Each house staff will be required to evaluate his/her residency program and faculty annually using the electronic evaluation systems. Training is offered by online training simulations.

The Clinical Competency Committee (CCC) will meet at least semi-annually and is appointed by the Program Director and should include most core or key faculty. The duties of the Clinical Competency Committee include:

1. Review of all training evaluations of house staff performance
2. Preparation of the semiannual report of all house staff's Milestones progress
3. Make recommendations on house staff progress including promotion, remediation and dismissal

Should clinical performance concerns arise, the Program Director may call a special CCC meeting to review performance and to develop a coaching or remediation plan with follow-up to determine if a new recommendation is needed for remediation or non-renewal.