

CONFIDENTIAL EVALUATIONS FACULTY, ROTATIONS, AND THE PROGRAM

Confidential Resident* Evaluation of the Faculty, Rotations and Program

Residents must be given the opportunity to evaluation their teaching Faculty, Rotations, and Program at least once each year. This evaluation must be confidential, anonymous, and “in writing” or via computer. Online evaluations using the Evaluation Module in New Innovations can provide this anonymity and confidentiality for each Resident. In the case of small or on-person fellowships, the evaluations must be collated with the core program to ensure confidentiality. It is advised that they also be placed on hold to ensure at least three evaluations have been completed for a particular Rotation and/or Faculty member. The results of these Resident assessments should be included in the Annual Program Evaluation.

Residents are cautioned that they should think carefully before submitting negative comments regarding Faculty members. Also, Residents should be mindful that unsubstantiated allegations are very difficult to address. Residents are encouraged to give specific information and constructive feedback to a Faculty advisor or Program Director whenever possible so corrective actions can be made whenever possible. Egregious allegations (such as sexual harassment or illegal actions) should be reported immediately to the Program Director, Chair, or DIO. Anonymous allegations of this serious nature would be almost impossible to address.

Program Director Evaluation of Faculty

The program must have a process to evaluate each Faculty member’s performance as it relates to the educational program at least annually. This evaluation should include a review of their teaching skills, commitment to the educational program, clinical knowledge, and scholarly activities. Summary reports and comments will be considered by the Chair when he/she conducts annual faculty evaluations. Rotation and program evaluations should include quality of the curriculum and the extent to which educational goals and objectives have been met by the Residents. Summary reports will be shared periodically with the GMEC members. Results and comments from these evaluations should be considered by the program when it conducts its Annual Program Evaluation (APE) as well as by the GMEC during Special Focused Reviews.

Faculty Evaluation of the Program

Faculty must have the opportunity to annual evaluate the program confidentially and “in writing” or electronically. It is recommended that these are set up within the Evaluation Module in New Innovations. The results should be incorporated in the Annual Program Evaluation.

Logging into New Innovations

Residents access the New Innovations Website at: www.new-innov.com/login. The user is prompted for an institution name. The correct name for our institution is UTC (all caps). Enter UTC and click Enter. Next, the user is prompted for a user name (typically the Resident’s first initial and last name). Then hit the Tab Key. Finally, the user is prompted for a password. Initially that will be the same as the user name. Once the information has been entered, the user

can hit the Enter key on the keyboard or clinic login with the mouse. Each user should change the password via the menu on the left-hand screen once he/she has successfully logged in.

The User will see a Welcome Screen with his/her name denoting that he/she is now logged into the system. A notification or message will be displayed on the screen if the user has a pending evaluation or a delinquent one.

Once the Resident has completed the evaluation, the results are maintained and calculated into the system, but the Resident's name cannot be identified with his/her specific ratings or comments—even by New Innovations programming staff. This is to further ensure confidentiality and that Residents are able to evaluate in an atmosphere free from retaliation or intimidation.

Residents should contact the Coordinator/Departmental staff if they experience problems:

- Cardiovascular Disease: Tammy Elliott (423) 778-4465
- Emergency Medicine and EMS: Velvet Green (423) 778-7628
- Family Medicine: Robbin Williams (423) 778-2957
- Gastroenterology: Tammy Elliott (423) 778-4465
- Internal Medicine: Deborah Fuller (423) 778-7817 or (423) 778-2998
- OB/GYN: Paula Barnett and Jessica Howell, RN (423) 778-7515
- MIGS: Jessica Howell, RN
- Orthopaedic Surgery (including Orthopaedic Trauma): Donna Gibson (423) 778- 9202 and Renee Crouch (423) 778-9008
- Pediatrics: Ashley Thurston (423) 778-6217
- Plastic Surgery: Tara Lee (423) 778-3512
- Surgery (including Colon and Rectal Surgery, Surgical Critical Care, and Vascular Surgery): Cindy Rudolph and Maggie Hamblen (423) 778-7695
- Urology: Stacey Blanks (423) 778- 4691

*The term “Resident” refers to both Resident and Fellow trainees.

Revised and Approved by the GMEC 5/16/2017. Administrative edits 6/20/2020.