GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: FINAL EVALUATIONS
Policy Number: 11.4
Chapter: Program Responsibilities

Purpose:
The University of Utah Graduate Medical Education Committee (GMEC) requires a final evaluation letter signed by the program director for each trainee who graduates or does not successfully complete the program.

Policy:
A. The final evaluation must include:
   1. A review of the trainee’s performance during the final period of education.
   2. It must include the beginning and end date of training.

B. The final evaluations must be received by the Office of Graduate Medical Education within 30 days of the trainee’s termination or graduation.

C. The Program Director must sign all final evaluations and share with the resident upon completion of the program.

D. The final evaluation will be part of the trainee’s permanent record maintained by the Office of Graduate Medical Education.

E. Successful Completion (graduation):
   1. If the trainee has successfully completed the program, the final evaluation letter must contain the following statement exactly as it appears:
      “{Enter Trainee Name here} has demonstrated the knowledge, skills, and behaviors necessary to enter autonomous practice in {enter specialty}.”

   2. A standard form to certify board eligibility may be used if it contains the required language.
3. The final evaluation should provide enough detail as to serve as a future letter of reference and allow the reader to gain a good sense of information about the physician and his/her performance.

F. **Unsuccessful Completion (termination):**
   1. If the trainee has not successfully completed the program, the final evaluation letter should include a brief assessment of the trainee’s performance, the reason for dismissal or resignation and the dates completed.

**Procedure:**
Program coordinator(s)/manager(s) will upload all final evaluations to the trainees’ MedHub profile within 30 days of the trainee’s termination or graduation. The GME office will track completion of this task.