



I have no financial disclosures to report.

Upon completion of this learning activity, participants should be able to:

1. create a single page performance feedback form for the program director's semi-annual review with residents, which includes ACGME competency and program requirement data.
2. Apply aspects of Northwestern's review process to your program's semi-annual review process

- Create Resident Performance Data/Portfolio Spreadsheet**
- The master spreadsheet is on a secure server that multiple users can access.
 - Create one spreadsheet for each academic year (12 months of data)
 - Users with permission can view and edit the spreadsheet.
 - Add resident information and performance data point headers (merge fields) to spreadsheet
 - What performance data does your program track?
 - Examples: Exam scores, competency grades, milestones, ABA CCC reports, attendance, case logs, scholarly activity, QI activity, recognitions, etc.

Examples of data points (merge fields) from AY17 semi-annual review spreadsheet (Column headers on spreadsheet flow from left to right):

Class	Resident	First	Advisor	IntQ1	IntQ2	IntQ3	IntQ4
CA-3	Simpson	Lisa	Crabapple	ME	ME	ME	ME

14Q3	14Q4	15Q1	15Q2	15Q3	15Q4	16Q1	16Q2
ME	EE	EE	ME	ME	ME	EE	EE

July Rot	July Eval	August Rot	Aug Eval	Sept Rot	Sept Eval
VT	ME	Adv-Peds	EE	NORA/AdvPreOp	

Case Logs	Attd	QGrade
Y	Y	

14ITERaw	14ITE%	15ITERaw	15ITE%	16ITERaw	16ITE%	Basic
22	66	37	87	33	42	Y

- Maintaining Spreadsheet- Staff Responsibilities**
- Coordinator: enters resident identifiers, faculty advisors, monthly rotations, monthly grades, and exam results
 - Accesses monthly summary evaluation grades from an on-line residency management system (RMS); faculty evaluation coordinators assign grades based on a summary report of scores and comments from multiple evaluators
 - Program manager: enters quarterly attendance and case log data; routinely reviews accuracy of data
 - Runs quarterly attendance report from RMS and case log reports from ACGME database
 - CCC Chair: determines and records overall quarterly grade
 - PD: reviews data but can make edits if necessary

- Create Mail Merge Document in Word**
1. Build the performance review form using tables
 2. Each cell (within the table) will contain a merge field
 3. Select recipients- use an existing list
 - a. Choose the spreadsheet that you already created
 4. Insert merge fields in the cells
 - a. These are the headers from the spreadsheet
 5. Preview Results
 - Program Manager creates, edits, and maintains mail merge document; changes quarterly data points when updating the form for the next academic year

AY17 SEMI-ANNUAL PERFORMANCE EVALUATION/ACADEMIC PORTFOLIO

Resident Physician: Lisa Simpson Class: CA-3 Faculty Advisor: Crabapple

July Rot.: VT Evaluation: ME	Aug Rot.: Adv-Peds Evaluation: EE	Sept Rot.: NORA/AdvPreOp Evaluation: ME
Oct Rot.: Evaluation:	Nov Rot.: Evaluation:	Dec Rot.: Adv-Neuro Evaluation: O
Jan Rot.: Evaluation:	Feb Rot.: Adv-OB Evaluation: EE	March Rot.: Adv-Peds Evaluation: ME
Apr Rot.: Adv-CT Evaluation: EE	May Rot.: Adv-Clin Evaluation: EE	June Rot.: TEE Evaluation: ME

Review of most recent Milestone Evaluation Report? Yes/No/NA

Review of Case Log Minimums:	CT	Y	CS	Y	Epid	Y	IC	Y	ICO	Y	Chest	8					
PM	Y	PNB	Y	Spi	Y	Vag	Y	Vas	Y	LTP	Y	P3mo	Y	P3yrs	Y	P12yrs	Y

Areas for Improvement/Action Plan/General Comments:

Quality Improvement and Scholarly Activity involvement:

Louanne Carabin, MD Date Lisa Simpson, MD Date

AKT & ABA ITE Exams	Satisfactory Attendance	Satisfactory Case Logs	Overall Quarterly Performance Evaluations				ABA Semi-Annual CCC Reports	
AKT-1 %ile 61	14 Q3 Attend Y	14 Q3 Log Y	Intern Q1 Eval ME	15 Q3 Eval ME	2014A	S		
AKT-6 %ile 79	14 Q4 Attend Y	14 Q4 Log Y	Intern Q2 Eval ME	15 Q4 Eval ME	2014B	S		
14 ITE Raw 22	14 ITE %ile 66	15 Q1 Attend Y	15 Q1 Log Y	Intern Q3 Eval ME	16 Q1 Eval EE	2015A	S	
15 ITE Raw 37	15 ITE %ile 87	15 Q2 Attend Y	15 Q2 Log Y	Intern Q4 Eval ME	16 Q2 Eval EE	2015B	S	
16 ITE Raw 33	16 ITE %ile 42	16 Q1 Attend Y	16 Q1 Log Y	16 Q1 Eval EE	17 Q1 Eval EE	2017A		
17 ITE Raw	17 ITE %ile	16 Q2 Attend Y	16 Q2 Log Y	15 Q2 Eval ME	18 Q2 Eval	CA-3 Academic Project		
BASIC	Y	16 Q3 Attend Y	16 Q3 Log Y	Presentations at National Meetings	Competency Self-Eval. Completed	CA-1 Y	Quality Improvement Project	
		16 Q4 Attend Y	16 Q4 Log Y	CA-1	CA-1	Y		
		17 Q1 Attend Y	17 Q1 Log Y	CA-2	MARC, IARS	CA-2 Y		
		17 Q2 Attend Y	17 Q2 Log Y	CA-3	CA-3			

AY16 SEMI-ANNUAL PERFORMANCE EVALUATION/ACADEMIC PORTFOLIO

Resident Physician: Bart Simpson Class: CA-3 Faculty Advisor: Skinner

July Rot.: CCM3 Evaluation: EE	Aug Rot.: CCM3 Evaluation: EE	Sept Rot.: Acute Pain Evaluation: ME
Oct Rot.: Adv-PreOp/Adv-Clin Evaluation: ME/ME	Nov Rot.: VT Evaluation: ME	Dec Rot.: Adv-Neuro Evaluation: O
Jan Rot.: Adv-Reg Evaluation: ME	Feb Rot.: Adv-OB Evaluation: EE	March Rot.: Adv-Peds Evaluation: ME
Apr Rot.: Adv-CT Evaluation: EE	May Rot.: Adv-Clin Evaluation: EE	June Rot.: TEE Evaluation: ME

Review of most recent Milestone Evaluation Report? Yes/No/NA

Review of Case Log Minimums:	CT	Y	CS	Y	Epid	Y	IC	Y	ICO	Y	Chest	Y					
PM	Y	PNB	Y	Spi	Y	Vag	Y	Vas	Y	LTP	Y	P3mo	Y	P3yrs	Y	P12yrs	Y

Areas for Improvement/Action Plan/General Comments:

Quality Improvement and Scholarly Activity involvement:

John Sullivan, MD, MBA Date Bart Simpson, MD Date

AKT & ABA ITE Exams	Satisfactory Attendance	Satisfactory Case Logs	Overall Quarterly Performance Evaluations				ABA Semi-Annual CCC Reports	
AKT-1 %ile 56	13 Q3 Attend Y	13 Q3 Log Y	Intern Q1 Eval ME	14 Q3 Eval ME	2013A	S		
AKT-6 %ile 44	13 Q4 Attend Y	13 Q4 Log Y	Intern Q2 Eval ME	14 Q4 Eval EE	2013B	S		
13 ITE Raw 22	13 ITE %ile 62	14 Q1 Attend Y	14 Q1 Log Y	Intern Q3 Eval EE	15 Q1 Eval EE	2014A	S	
14 ITE Raw 34	14 ITE %ile 82	14 Q2 Attend Y	14 Q2 Log Y	Intern Q4 Eval EE	15 Q2 Eval EE	2014B	S	
15 ITE Raw 38	15 ITE %ile 69	14 Q3 Attend Y	14 Q3 Log Y	14 Q3 Eval EE	15 Q3 Eval EE	2015A	S	
16 ITE Raw 40	16 ITE %ile 84	14 Q4 Attend Y	14 Q4 Log Y	13 Q4 Eval ME	15 Q4 Eval EE	2015B	S	
BASIC	Y	15 Q1 Attend Y	15 Q1 Log Y	14 Q1 Eval EE	16 Q1 Eval ME	2016A	S	
		15 Q2 Attend Y	15 Q2 Log Y	14 Q2 Eval ME	16 Q2 Eval EE	CA-3 Academic Project	Y	
		15 Q3 Attend Y	15 Q3 Log Y	Presentations at National Meetings	Competency Self-Eval. Completed	CA-1 Y	Quality Improvement Project	Y
		15 Q4 Attend Y	15 Q4 Log Y	CA-1	MARC	Y		
		16 Q1 Attend Y	16 Q1 Log Y	CA-2	MARC	CA-2 Y		
		16 Q2 Attend Y	16 Q2 Log Y	CA-3	ASRA	CA-3 N		

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Review of most recent Milestone Evaluation Report? Yes/No/NA

Review of Case Log Minimums:	CT	Y	CS	Y	Epid	Y	IC	Y	ICO	Y	Chest	Y					
PM	Y	PNB	Y	Spi	Y	Vag	Y	Vas	Y	LTP	Y	P3mo	Y	P3yrs	Y	P12yrs	Y

Areas for Improvement/Action Plan/General Comments:

Quality Improvement and Scholarly Activity involvement:

John Sullivan, MD, MBA Date Bart Simpson, MD Date

Performance Review Process- meeting with PD

- Coordinator prints resident evaluation form and milestones report for semi-annual review.
- PD presents evaluation to resident during semi-annual review.
- PD reviews case log minimums data (for CA-3 residents only) and most recent milestones report.
- PD fills in narrative sections (comments, QI project, and scholarly activities).
- PD and resident sign evaluation form and milestones report.
- Coordinator makes copy of form and report for resident, and originals are filed in resident's permanent file.

Should your program create a mail merge form or adapt any parts of the review process?

Pros:

- The form represents cumulative data for entire residency.
- The form is on one sheet of paper.
- Because the spreadsheet is updated weekly, the evaluation form always reflects the most recent data.
- Multiple users are routinely reviewing the data for accuracy (QA)

Cons:

- Staff will need to invest a lot of time retrieving data from multiple systems and entering it into the spreadsheet.
- The PD conducts semi-annual reviews throughout the year, so the spreadsheet needs to be current. This can be challenging if block coordinators have not completed monthly grades.
- There may be software on the market that can generate all aspects of the form.
- To error is human