

Charleston Area Medical Center Office of Graduate Medical Education GME House Staff Handbook Policy

Evaluation of Performance for Promotion and/or Renewal of Appointment

During the course of a CAMC residency/fellowship, faculty provide ongoing performance feedback, through formative and summative evaluations, to support resident/fellow learning. Written and verbal feedback, combined with self-reflection, helps residents/fellows identify strengths, weaknesses, and areas for improvement. Each resident/fellow has access to their evaluations throughout their residency/fellowship at CAMC for review.

Designated faculty observe and evaluate resident/fellow performance during each rotation, providing frequent feedback and written evaluations of their observations, as assigned. Each program utilizes multiple evaluative tools, including faculty, peer, patient, and other professional staff assessments.

Each program establishes criteria, based on program curriculum and accreditation requirements, for considering promotion and/or contract renewal of a resident/fellow's appointment. Whether a resident/fellow is eligible for and offered a Resident/Fellow Agreement for the next academic year is based on evidence of the resident/fellow's progressive scholarship and professional growth, including their increasing responsibility for patient care. This decision is the sole responsibility of the Program Director, with input from faculty on the Clinical Competency Committee (CCC) and is not delegated.

In addition to faculty evaluations, each resident/fellow's professional performance is evaluated by the program in writing at least semi-annually. The Program Director or designee, with input from the CCC, meets with each resident/fellow to review their documented evaluations, including progress on specialty-specific milestones. The review helps with the development of individualized learning plans (ILPs). ILPs are established to leverage strengths and identify growth areas, as applicable, and may also include mitigation measures necessary for those who are failing to progress as expected. These individualized learning plans are not meant to be viewed as punitive in nature and many specialties require currently or plan to require all learners to have formal ILPs in place as part of their learning process.

At least annually, the resident/fellow receives an annual summative evaluation that includes their readiness to progress to the next year of the training in the program.

A final summative evaluation is completed at the end of each resident/fellow's training. Specialty-specific milestones and case logs are used to ensure readiness for autonomous practice. This competency-based evaluation is part of the resident/fellow's permanent record at CAMC and accessible for review according to CAMC policy. The final summative evaluation confirms that the resident/fellow has demonstrated the necessary knowledge, skills, and behaviors for autonomous practice, incorporating recommendations from the CCC and shared with the resident/fellow upon completion of training.

Programs will document resident/fellow's receipt of semi-annual, annual summative and final summative reviews in writing using the prescribed forms as determined by the central GME office (i.e. VGMET) that must be saved and stored per central GME record retention policy.

Trainee Responsibilities:

- Every medical/surgical resident is responsible for contacting the appropriate board to register for and take the USMLE Step III/COMLEX Part III exam. Details of exam requirements and possible

reimbursement are outlined in the USMLE Step III/COMLEX Level III Policy on the GME website.

- Residents/fellows are responsible for familiarizing themselves with specialty-specific milestones.
- Residents/fellows should know and understand their procedural requirements and work with their program leadership if they have concerns about successfully achieving required procedures.
- Residents/fellows are also responsible for reviewing their evaluations and milestones in New Innovations.
 - It is recommended that all PG1 residents, including those in preliminary programs, pass the USMLE Step III/COMLEX Level III examination prior to their second year of training. All PG1s must pass USMLE Step III/COMLEX Level III no later than within 18 months following the commencement of their residency training. Failure to pass within this timeline requires the Program Director to petition the Graduate Medical Education Committee (GMEC) for an exception to this policy and may result in a letter of deficiency to the resident or additional non-reportable action(s) or reportable action(s).

Program Responsibilities:

- Residents may not be promoted to a PG3 without successfully passing USMLE Step III/COMLEX Level III and providing scores to the Program Director. Residents who do not pass the USMLE Step III/COMLEX Level III examination prior to their PG3 year may be subject to dismissal from the training program.
- For any resident who enters a CAMC residency program at the level of PG2 or above, the Program Director must ensure evidence of a passing USMLE Step III/COMLEX Level III score during their interview process for consideration of the appointment. Residents transferring into a PG1 position at any time are subject to the completion dates outlined in the procedures document.
- Each department's Program Director determines the program curriculum in accordance with the specific requirements for training as outlined by the accrediting body. These requirements are available from the respective Program Director.
- Appointment and promotion of residents/fellows will depend on performance as determined by the Program Director with input from the CCC. Such evaluation is based on the resident/fellow meeting program requirements as defined by the program curriculum and accreditation requirements.

Non-Renewal or Non-Promotion:

When a resident/fellow's performance has been evaluated as outlined above and the resident/fellow will not be promoted or renewed in the program, program leadership will refer to the Academic Improvement policy for guidelines.

As required by the ACGME, CAMC will ensure that the program provides the resident/fellow with written notice when a contract will not be renewed or a resident/fellow will not be promoted to the next level of training. In the event CAMC elects not to promote or reappoint a resident/fellow to the program, CAMC will use its best effort to provide forty-five (45) days written notice. However, if the primary reason(s) for non-promotion or non-renewal occurs within the forty-five (45) days prior to the expiration of resident/fellows' current agreement, CAMC will provide the resident/fellow with as much written notice as circumstances will reasonably allow prior to the expiration of the current agreement. A resident/fellow's right to due process will be included in such written notice. CAMC reserves the right to remove resident/fellow access to clinical and educational systems/databases and facilities upon notice of non-renewal or non-promotion and pending the expiration or termination of a resident/fellow appointment.

Signatures:

GMEC Chair:	Signed by:  513364FFB07C490...	8/13/2026
	Mark Gustafson, DO	Date
DIO:	DocuSigned by:  D1119688F13144F...	8/13/2026
	Dink Jardine, MD	Date