

## Assessment of Resident Teacher by Learner

Residents who teach in UGME will be regularly assessed by learners on their teaching at the end of a required learning experience using standardized instruments across uniform learning environments (Clinical, Academic/ Large and Small Group Forms).

## Reporting Process

Reports for residents with 4 or more student feedback forms will be released to the Program Director (PD) bi-annually in January and July

- Once the PD reviews the reports, they can request invalid/unprofessional forms to be removed.
  - Forms removed due to unprofessional comments will be saved and shared with PDs in case there is a message in the form that still needs to be conveyed to the resident.
- Once revisions are made, the final reports will be released to the PD and a specified departmental administrator (for purposes of adding to the resident file).
  - The resident will also receive their individual report.
- The PD will discuss reports with the residents during their regular progress meetings.
- Any resident requests for reports will have to be reviewed/approved by PD before they are released by the Teacher Assessment Support Analyst.

End of academic year reports which include high level anonymized aggregate data will be shared with the below, and other relevant program areas if needed, following review by Assistant Dean PGME & Associate Dean PGME:

- UGME Regional Associate Deans
- UGME Clerkship Directors
- UGME Year 1&2 Leadership (Supervising Faculty)
- UGMEC
- PGMEC
- Faculty Development

## Low Performance Flags (LPF) Process

- A Low Performance Flag is generated when a learner selects disagree or strongly disagree to the statement of the final question on each Assessment of Resident Teacher by Learner Form:  
*'Overall, the instructor is an effective teacher'*
- LPFs will be shared with the following individuals every 8 weeks. Also shared is an overall report that includes other learner feedback for resident in question.

To: Departmental PG Program Director (PD)

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- i. Assistant Dean PGME

- ii. Associate Dean PGME
- iii. Director, Teacher Assessment

- If the resident in question received any additional LPFs in the current or previous academic year, the PD is notified of how many LPFs were received.
- The PD is asked to decide on course of action and feedback. **PD's must** reply and specify **one** of the following categories for each of the LPF residents in question.

**a. No action required (state why)**

**Suggested options:**

1. Inconsistent with other learner feedback
2. Related to learning environment issues outside of resident teacher control
3. Other (please describe)

**b. Action taken (state what action)**

**c. Remove form (due to unprofessional comments or other)**

We will only remove LPFs if you direct us to, as removing all flags skews individual data and makes it difficult to give effective feedback. Therefore, if you consider the comments on the LPF to be unprofessional you can request this form to be removed from One45. If you decide to remove a form, it won't be included in the report made available to the resident at the end of the reporting cycle. If there is an important message in the removed form that should still be conveyed, PDs are encouraged to share it with the resident in an appropriate manner.

Learner anonymity is our overriding principle and all reports are anonymized. Even if PD's or residents are able to identify the learner who submitted the low performance feedback, they should refrain from any contact with the learner as this will be in contravention of the policy.

- If the flag is not removed, it will be included in the report that is sent to the resident at the end of each reporting cycle. Reports to residents are released only if 4 or more evaluations have been completed by the learners.

## Learning Environment & Mistreatment vetting Process

Each Assessment of Resident Teacher by Learner Form has the following statement which asks learners to report mistreatment through the mistreatment help website:

*'If you feel that you have experienced mistreatment please report it through the Faculty of Medicine [Mistreatment Help](#) website.'*

Once a year (Jul/Aug), reports on residents who have two or more flags that include Learning Environment (LE) and mistreatment concerns, will be shared with the Assistant Dean PGME & Associate Dean PGME.

If there are significant concerns the Assistant Dean PGME & Associate Dean PGME will communicate these to the Associate Dean UGME.

- Removed flags will also be reviewed for LE and mistreatment and shared if needed.
- If the resident has less than 4 learner assessments, Assistant Dean PGME & Associate Dean PGME must take into account the need to preserve learner anonymity before taking any action or communication with resident in question.
- The Assistant Dean PGME & Associate Dean PGME will consult with the PD for residents who have flagged mistreatment or LE concerns.
- Contents of above report will include the LPF forms along with an overall report that includes other learner feedback for resident in question.