

Additional Resident Responsibilities

Listed below are several administrative and educational responsibilities that every resident must be aware of (refer to *Resident Handbook* for more detail):

Evaluation Process

1. Faculty Evaluations

Residents are given the opportunity to evaluate and review the proficiency of the teaching staff twice or more per year, via the New Innovations web-based residency management application.

This website can be located at <https://www.new-innov.com/Login/Login.aspx> Logon information is provided to residents upon starting the program. The Program Director uses input from these evaluations to conduct yearly faculty evaluations. A copy of the Faculty Evaluation Instrument is included in this *Guide* as Appendix B.

2. Rotation Evaluations

At the end of each rotation, residents are required to complete a rotation evaluation form. The ratings and comments will remain confidential, and thus the residents should be honest in their evaluations. A copy of the Rotation Evaluation of Rotation is included in this *Guide* as Appendix C.

3. Program Evaluations

Residents are asked to evaluate the Program at the end of each academic year. A copy of the Program Evaluation is included in this *Guide* as Appendix D.

4. Resident Evaluations

Residents are formally evaluated, counseled and promoted on a six-month basis. A comprehensive evaluation is obtained on each of the residents from attending staff, nursing staff and paraprofessional personnel (x-ray, etc.). A copy of the Orthopaedic Resident Evaluation Form is included in this *Guide* as Appendix E. A copy of the Orthopaedic Research Fellow Evaluation Form is included in this *Guide* as Appendix F.

A formal evaluation is then done and the resident is interviewed by members of the Orthopaedic Executive and Residency Review Committees twice yearly. This evaluation process is an opportunity to identify areas of weakness or deficiency as well as strengths, so that weak areas may be strengthened, deficiencies may be corrected, strong points may be recognized, and residents may be counseled regarding career goals. The promotion is based upon the satisfactory performance of all required duties, including clinical and

academic endeavors.

The evaluation of residents is an ongoing process; therefore, attending staff and faculty constantly monitor the resident's patient care on a daily basis through ward rounds, observation, and co-management of problems in the operating room and in outpatient clinics.

Medical Records

Although the exact procedure for medical record keeping will vary at each hospital, it is the resident's responsibility to complete all medical records in a timely manner. Notes should be legible and complete. All dictations must be completed before the end of the rotation, or appropriate arrangements must be made in advance to complete the record(s) at a later date.

Resident Advising System

Residents will be assigned a faculty advisor with whom they will meet on a semi-annual basis. If necessary, more frequent sessions can be arranged. Advisors can become a good ally for residents during their residency training, and should be looked to as a source of information and support. At each advising session, residents and advisors will discuss career goals and evaluations of performance on rotations. In addition, residents will be given the opportunity to evaluate their own performance, strengths, and weaknesses. Residents and their advisors will work out a plan for reading and improving skills and knowledge levels, as well as a plan to monitor the resident's progress.

It is important to remember that the advisor is not just someone to see for 30 minutes twice a year. By sharing concerns and accomplishments with the advisor, residents will build a valuable relationship that can greatly aid them during residency training and beyond.

Resident Operative Experience Reporting

Residents are required by the Residency Review Committee for Orthopaedic Surgery to use the internet-based Resident Operative Experience System to keep track of their operative cases. Refer to *Resident Handbook* for additional information. This website is located at <http://www.acgme.org> Use the Data Collection Systems/Resident Case Log System tab for access. Logon information is provided to residents upon beginning the program.

Steinmann Pin Placement Credentialing

Residents are required to perform three (3) successful Steinmann pin placement

procedures. Procedure Log Cards are available at the Program Office. Refer to the *Resident Handbook* for further information.