

 <p><b>All HFHS Includes:</b>                  Behavioral Health Services                  Community Care Services                  Corporate Services                  Henry Ford Hospital                  Henry Ford Medical Group                  Kingswood Hospital                  Macomb Hospitals                  West Bloomfield Hospital                  Wyandotte Hospital</p>	<b>Policy Name/Subject:</b> Curriculum & Evaluations (MEP 218)		<b>Policy No:</b> MEP 218
	<b>Type of Document:</b> Policy		
	<b>Applies to:</b> Tier 1: System-wide <b>Business Unit:</b> All HFHS <b>Site:</b> All HFHS <b>Department:</b> Graduate Medical Education		
	<b>Category:</b> Clinical <b>Sub-Category:</b> Graduate Medical Education		<b>Current Approval Date:</b> 4/14/2017 <b>Last Revision Date:</b>
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	<b>Related Policy/Procedure:</b> <i>Include title and number</i>		
	<b>Author:</b> Graduate Medical Education		
	<b>External Regulatory Requirement:</b> ACGME, AOA, CPME		
	<b>Audience:</b> Interns, Residents, & Fellows (House Officers)		
	<b>Key Words:</b> assessment tools; competence; program improvement; curriculum; evaluation		

**Purpose**

The purpose of this policy is to ensure all house officers are provided a curriculum and evaluations system that enables house officers to demonstrate achievement.

**Policy**

Each HFHS internship, residency and fellowship program is required to develop a curriculum with specific learning goals designed to meet educational institutional requirements, core competencies and specialty/subspecialty-specific objectives.

Programs utilize a number of assessment tools to evaluate house officers' progress and competence, including direct observation check-lists, global rating forms, and 360° evaluation tools (e.g., multisource feedback).

Formal formative quarterly or semi-annual evaluations of house officers are used to document and communicate house officers' progress in the program and competence. House officers receive formal written or electronic evaluations at the end of each rotation or major educational assignment. At the completion of the program, house officers receive a summative evaluation from the Program Director, covering the entire length of the program.

House officers are provided the opportunity to evaluate faculty and the rotation or service at the end of each rotation or major program component. Each year, house officers are also asked to formally evaluate their individual program and participate in the HFHS House Officer Satisfaction Survey. Results of both evaluations are used in the Annual Program Review and Improvement Process.