

**University of Washington
Pathology Graduate Medical Education
Residents and Fellows**

Procedures for Selection, Evaluation, Promotion and Dismissal

Selection

1. The available residency and fellowship positions are advertised through standard venues such as listings in FREIDA, the ICPI Directory, AMA "Green Book", program website or other print or web-based ads.
2. The candidates complete a required application process. For residency, this means applying through ERAS and participating in the NRMP Match process including IMG and candidates with previous residency experience. The required documents include curriculum vitae, personal statement, transcripts, Dean's Letter, USMLE (or equivalent) scores, three letters of recommendation and a letter of recommendation from previous residency director, if applicable.

For Pathology-based fellowships (bone and soft tissue pathology, breast & gynecologic pathology, cytopathology, dermatopathology, GI & hepatic pathology, renal pathology, surgical pathology, pediatric pathology and neuropathology) and the Laboratory Medicine-based hematopathology fellowship, a standard application form is required and is available at each of the fellowships' web pages or by request. Fellowship candidates are required to submit curriculum vitae, personal statement, USMLE scores, an evaluation of performance by the current residency/fellowship director, and three letters of recommendation (one from the current residency/fellowship director). International medical graduates are also required to provide documentation of INS status and ECFMG Certificate.

3. The director and/or selection committee select candidates for interview based on academic achievement and desire to pursue a career in pathology. The program adheres to the University of Washington policy for equal opportunity in education.

The University of Washington provides equal opportunity in education without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era in accordance with the University of Washington policy and applicable federal and state statutes and regulations.

4. The candidates are invited to interview on campus. A typical interview day includes an opportunity to meet with the program director and/or faculty members, to have lunch with residents/fellows, to attend conferences and/or sign outs; and to tour the facilities.
5. The program director and faculty interviewers provide a written evaluation of each candidate on an online form. The director and/or selection committee uses the information from the evaluations to determine who the best candidate for the position is. For residency candidates, this information is used to prepare the Rank List for the NRMP Match. For the fellowship candidates, this information is used to select the most appropriate candidate.
6. Residents are notified of their selection for our program through the NRMP Match. Fellows are contacted by the program director with a follow up letter of preliminary letter of agreement until the Fellowship Position Agreement is prepared in March.

Pathology Residency Program

Evaluation

The ACGME program requirements require extensive evaluation of the residents/fellows and program for the purpose of positive feedback and improvement. These evaluations are anonymous to ensure that the residents, fellows and faculty members feel comfortable providing candid comments about the program and its participants. The Pathology Residency/Fellowship program has several levels of evaluation including:

1. One-on-One: The program has an open-door policy for all residents and fellows to discuss any concerns or issues with any faculty member or director. Residents/fellows are assigned faculty advisors and they meet several times a year in an informal setting to discuss potential problems and career development. Informal notes from the meetings are kept in the training file.
2. Faculty Evaluation of Residents/Fellows: Residents are evaluated at the end of each rotation and fellows are evaluated quarterly. Faculty members who have worked with the trainee submit a written evaluation. The evaluation process is managed using the Verinforms online application. The program directors and department/division chairmen review the evaluations. The resident/fellow receives a copy and the original is placed in the training file.
3. Resident/Fellow Evaluation of Program/Rotation: Residents evaluate the training program at the end of each rotation while fellows do so twice a year. At the end of the evaluation period, an email reminder is sent to the trainees. The evaluation process is managed using the Verinforms online application. The Residency Manager collates the anonymous responses. Like the resident evaluations, the program directors and department/division chairmen review the evaluations. Since during any evaluation period only one trainee may be assigned to a rotation site, the service chiefs receive a batch of evaluations in January and July. The service chief is expected to discuss the evaluations with faculty members to improve the training program.
4. Individual Faculty Member Evaluation by Residents/Fellows: Beginning July 1, 2003, residents and fellows complete individual faculty member evaluations. Throughout the year residents/fellows complete one evaluation for each faculty member with whom they have worked. A quarterly email reminder is sent. The evaluation process is managed using the Verinforms online application. The Residency Manager collates the anonymous responses and the program directors and chairs review them. The faculty members receive the original in a batch every six months.
5. Didactic Evaluations: In Anatomic Pathology, the residents and fellows evaluate the monthly didactic conferences. The anonymous web-based form is linked from the Forms page of the Residents' IWeb. A monthly email is sent to remind them to do the evaluation. The Residency Manager collates the responses and distributes individualized summaries to the faculty members who presented for the month, the chief resident responsible for scheduling speakers, and Dr. Rochelle Garcia as Program Director.
6. Mid-Year Meeting with Advisor: The residents and fellows meet mid-year with their assigned advisor or program director to review performance for the first six months of the academic year. In addition to an evaluation form the advisor/program director receives copies of documents from the Evaluation Portfolio for the first six months. The advisor provides a written summary of this meeting to the Program Director. For residents who need to improve performance, the Program Director schedules a discussion with the resident. The program director may also discuss resident performance issues with the members of the Residency Management Committee and/or with faculty at individual hospitals. In Laboratory Medicine, Dr. Pete Rainey meets with all clinical pathology residents at mid-year and prepares a written summary.

7. End-of-the-Year with Program Director: The program director meets with all residents at the end of the year to discuss training progress, career plans, and program improvement, guided by accumulated documents in the Evaluation Portfolio. Written notes summarizing this discussion are reviewed by the resident and the original notes placed in the training file and given to each resident/fellow. For fellows, the individual program directors perform the end-of-the-year evaluation. For residents and fellows who are graduating or leaving the program, this serves as the exit evaluation.
8. Annual Written Program Evaluation by Residents and Fellows: The chief residents in Anatomic Pathology and Laboratory Medicine survey the residents at the end of the year. They then prepare an anonymous summary of the comments for the program directors. These annual reports are then presented to the Residency Management Committee for review and action. At the July 2008 Fellowship Directors meeting, the directors adopted a procedure for completing the annual program evaluation along with the exit evaluation for the fellow. This meeting will include the fellow, faculty members and program director and will include a written report filed with the Residency Manager.
9. Annual Meeting of the Chair: At least once a year the Department of Pathology Chairman meets with all the residents and fellows for an informal breakfast to discuss any concerns they may have about the program.

Promotion

Residents and fellows are promoted to the next level of training based upon the successful completion of training as documented with by the evaluation process described above. In compliance with policies and procedures from the Graduate Medical Education Office, residents and fellows receive notice of reappointment for the next academic year by January 15. New appointment documents with the appendix are issued in March. Every resident and fellow receives the appointment documents that detail the institutional policies and procedures. This document is also available to the trainees on the Residents' IWeb. Should a resident or fellow not receive reappointment, the program director follows the institutional procedure detailed in the position appointment document.

Dismissal

The program follows the institutional guidelines detailed in the Residency/Fellowship Position Agreement for the due process of dismissing a resident or fellow for failure to meet educational or professional requirements.