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**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 advertisements.
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, MSPE/Dean's Letter, USMLE (or equivalent) scores, three letters of recommendation. Candidates who have completed or are completing GME training elsewhere are required to provide a letter of recommendation and evaluation of performance by the residency director for that program.

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, copy a medical school diploma (with translation as necessary), personal statement, USMLE scores, an evaluation of performance by the current or most recent residency/fellowship director, and three letters of recommendation (one from the current residency/fellowship director). International medical graduates are also required to provide a current 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 an online written evaluation of each candidate. The director and/or selection committee uses the information from the evaluations to determine the fit and desirability of the candidates. For residency candidates, this information is used to prepare the Rank List for the NRMP Match. For the fellowship candidates, this information is used by the program director 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 preliminary letter of agreement until the Fellowship Position Agreement is prepared in March.

**Pathology Residency Program**

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## EVALUATION

The ACGME program requirements require extensive evaluation of the residents/fellows and program for the purpose of feedback and improvement. Most of 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 distribution, completion and retention of evaluations is facilitated electronically with the MedHub® Residency Management System. Trainees, faculty members, program directors, advisors and administrators have access to appropriate levels of information through this system. At the end of training, evaluation records are digitally archived in the permanent training file. Paper copies of the semi-annual and exit evaluations are placed in the permanent training file.

### Resident/Fellow Evaluation

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 training issues and career development. Informal notes from the meetings are posted to the MedHub Resident Learning Portfolio.
2. Procedural Checklists: In addition to the ACGME Case Log for autopsies, bone marrow and FNA cases, selected rotations have developed checklists for completion of required elements. Digital records of completion are uploaded to the MedHub system for each trainee. Also, as a measurement of professionalism and systems-based practice, each trainee has an Administrative Compliance Report documenting effective completion of training requirements for duty hours reporting, evaluation completion, leave reporting, as well as institutional and rotation-specific HIPAA and other online training.
3. In-Service Exams: Standardized exams are available for residents (RISE), hematopathology fellows (FISHE), and cytopathology fellows (American Society of Cytopathology PEC). Score reports are distributed to trainees and program directors and posted in the MedHub Learning Portfolio.
4. Faculty Evaluation of Residents/Fellows: Residents are evaluated at the end of each rotation and fellows are evaluated every two or three months. Faculty members, as well as selected Anatomic Pathology PAs, autopsy staff and laboratory staff, receive electronic notification that an evaluation is due (approximately seven days before the end of a rotation period). Completed evaluations are available electronically to the resident/fellow in MedHub. If a resident/fellow receives a low score on any element of the evaluation, the director and/or faculty advisor is notified electronically so that the resident/fellow can receive timely feedback. Completed evaluations are reviewed by the program directors.
5. 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. The evaluation tools include a self-evaluation form completed by the resident/fellow, mid-year evaluation form completed by the program director/advisor and the accumulated evaluations and other documents found in the MedHub portfolio. The program director or advisor may also discuss resident/fellow performance issues with the members of the Residency Management Committee and/or with faculty at individual hospitals. These meetings also provide an opportunity for the resident to provide feedback about the training program.
6. End-of-the-Year with Program Director: For residents and neuropathology fellows, an annual review, similar to the mid-year process, is repeated by the program directors.

7. Summative (Exit) Evaluation with Program Director: Residents and fellows completing training complete a summative evaluation which includes a review of the entire training period in relationship to the attainment of proficiencies within the ACGME Competencies and a statement confirming the ability to practice independently. In addition to a digital copy available on MedHub, a signed paper copy is placed in the permanent training file.

### **Faculty Evaluation**

8. Individual Faculty Member Evaluation by Residents/Fellows: Residents and fellows are expected to prepare an evaluation for each faculty member with whom they work during the year. Reminders are sent quarterly. The evaluations are reviewed by the program directors. Issues arising from the evaluations are discussed with appropriate supervisory faculty including division managers and/or department chair in a timely manner. Digital copies are available for faculty members in MedHub and also distributed as .pdf documents semiannually. Digital copies are forwarded to the Chairs' offices for inclusion in the faculty members' annual review with the Chairs.

### **Program Evaluation**

The following measurement tools are used to develop program improvement plans for our residency and fellowship programs.

9. Individual Resident/Fellow Evaluation of Program/Rotation: Residents evaluate the training program at the end of each rotation while fellows do so twice a year. Evaluations are reviewed by the program directors. Evaluations for each rotation are printed and distributed in batches every six months to the rotation service chief (typically January and July). The service chief is expected to discuss the evaluations with faculty members to improve the training program.
10. Meetings with the Chair and Program Director: The Department of Pathology Chairman meets quarterly and the Program Director meets monthly with all the residents and fellows for an informal breakfast to discuss any concerns they may have about the program.
11. ACGME Resident Survey: The survey is available to the residents and surgical pathology fellows annually. The results are reviewed by the program directors and faculty and included in these programs' Annual Program Review and Report.
12. Group Evaluation by Residents and Fellows: The chief residents in Anatomic Pathology and Clinical Pathology meet with the residents at the end of the year to develop anonymous consensus evaluations of all aspects of the training program. Summary reports are submitted to the Residency Management Committee.
13. Faculty Survey: Each faculty member involved with the residency and fellowship programs is asked to complete an anonymous survey to solicit feedback on successes and areas of improvement for each program.
14. American Board of Pathology Board Pass Rates: Board examination is available for AP/CP, AP and CP residents as well as cytopathology, dermatopathology, hematopathology, neuropathology, and pediatric pathology fellows. ABP pass rate reports are included in the Annual Program Review and Report.
15. Annual Program Review and Report: The spring quarterly meeting of the Residency Management Committee discusses feedback generated from a wide range of sources including the evaluations described above, meeting notes, internal review and site visit reports, and the ACGME Resident

Survey. A similar meeting is conducted for each fellowship program. An annual report summarizes the program's year and includes an action plan for program improvements for the next year. These reports are sent to the GME Office. Trainees and faculty can read the reports on MedHub.

## **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 University of Washington Graduate Medical Education Office, residents and fellows receive notice of reappointment for the next academic year by January 15. New appointment documents are issued in March. Every resident and fellow receives the appointment documents that detail institutional policies and procedures. This document is also available to the trainees on MedHub. Should a resident or fellow not receive reappointment, the program director follows the institutional procedure detailed in the Resident Position Appointment or Fellowship 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.

Effective 7/1/2011

Reviewed by:

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