

Memorandum

To: Transitional Year Program Directors
From: Transitional Year Review Committee
Linda Thorsen, MA, Executive Director
Date: 7/22/2009
Re: Evaluations: Program Directors of Specialty Programs

A REMINDER: Twice Yearly Evaluations to Specialty Program Directors

Effective July 1, 2007, the revised program requirements specified the following:

The program director must forward performance evaluations of those residents accepted into a residency following completion of the transitional year to the specialty program director at least twice a year, or as specified in the specialty requirements.

A global evaluation form has been developed for TY program directors' use in this process and is available on the TY webpage (ACGME.org.) Please note that if the TY-recommended evaluation form is not used by a program, the evaluation form currently in use for this purpose must be submitted for TYRC review at the time of site visit.

The TYRC has recently received a memorandum from the RRC for Ophthalmology following their most recent RRC meeting. The RRC stated that for a number of programs reviewed on their most recent agenda, documentation of twice yearly TY program director evaluations was lacking.

While the statement from the Ophthalmology RRC is the only negative feedback received to date, it is of significant concern.

This message, then, is sent as a reminder to all TY program directors: 1) to ensure that evaluations are conducted for all TY residents who have matched into ACGME-accredited specialty residencies, and 2) to advise the specialty program directors to maintain a copy of evaluations submitted by the TY program for review by the site visitor at the time of the specialty program site visit. 3) TY program directors are also advised to maintain copies of evaluations forwarded to specialty program directors; these should be available for verification by the site visitor at the time of the TY survey.