

ABPS Fellow Statement on Fellowship Progression & Completion

Wisconsin Northern & Central GME Consortium (WiNC)

Program Director Approval:	09-01-2023
DIO/WiNC Approval:	09-05-2023
Last GMEC Review	10-19-2023

Scope

This policy pertains to all American Board of Physician Specialties (ABPS) WiNC-sponsored fellowship programs.

Purpose

To outline a standardized approach for making and documenting decisions about fellows ability to demonstrate sufficient professional ability to practice competently and independently, while having met all requirements for completion of the program.

Policy Guidelines

1. Promotion /Completion Decisions
 - a. Determination:
 - i. Decisions will be made by the Program Director in consultation with program faculty.
 - ii. Decisions will be based on documentation from the program's internal evaluation systems, including written competency-based rotation and semi-annual evaluations, and supporting documentation such as procedure logs, attendance records, patient feedback, patient visit data, and other evaluative measures used by the program.
 - b. Graduation from the Program:
 - i. To be eligible for graduation from the program, fellows must successfully meet the requirements of the program, requirements of the ABPS, and demonstrate competency to practice independently.
 - ii. The Program Director must provide sufficient clinical educational experiences for fellows to ensure that each graduate from the program can demonstrate and document competence for independent practice.
 - c. Unsuccessful Completion:
 - i. In instances where a fellow is not on track to successfully complete the program, the fellow will be provided with a written notice no later than three months prior to the end of the fellows current Agreement of Appointment.
 - ii. If the primary reason(s) for the non-completion occurs within the three months prior to the end of the Agreement, the fellow will be provided with as much written notice as circumstances reasonably allow prior to the end of the Agreement.
 - iii. The DIO, or GMEC Chair in his/her absence, must be notified and agree prior to giving a fellow written notification of a probation, extension, or suspension or dismissal.
2. Documentation
 - a. Promotion Summary Document
 - i. The local Program Director, or his/her designee, will complete the current version of the Resident/Fellow Promotion Summary form which documents the decision for completion of the program requirements for graduation.
 - ii. The Resident / Fellow Promotion Summary form must be signed by the local Program Director and the fellow.
 - iii. A copy of the Resident / Fellow Promotion Summary form will be given to the fellow, with the original maintained in the fellow's file by the local program.
 - iv. With the exception of fellows who are identified as likely not to graduate from the program, who will be given advance notice as described in c.ii above, the Resident / Fellow Promotion Summary form will be completed by the Program Director or his/her designee.

- b. File Maintenance
Resident / Fellow Promotion Summary forms and written notifications of non-completion will be maintained in the fellow's file by the local program, with a copy given to the fellow. These file documents will be accessible to fellows upon request.

Responsibilities

1. The Graduate Medical Education Committee is responsible for:
 - a. Ensuring that each WiNC program has systems in place for making decisions about fellow promotion. This will be accomplished by:
 - i. Ensuring that programs provide fellows adequate opportunities for each fellow from the program to meet program standards and ABPS requirements.
 - ii. Focused meetings on compliance issues between individual programs and GMEC leadership.

2. Program Directors are responsible for:
 - a. Making final decisions about fellow advancement and completion in consultation with program faculty.
 - b. Ensuring that fellows are provided adequate training experiences to meet accreditation requirements.
 - c. Ensuring that any fellow who graduates from the program successfully meets the requirements of the program.
 - d. Identifying fellows who may not be on track for completion, and notifying them at least three months in advance of the end date of their current Agreement of Appointment, or otherwise as described in 1.c. above.
 - e. Notifying and getting approval from the DIO regarding any fellow who is not on track to complete, prior to notification to the fellow.
 - f. Working in collaboration with the DIO, in consultation with WiNC as needed, to develop the written notification to fellows who will not complete the program and / or will be dismissed.
 - g. Ensuring that each Resident / Fellow Promotion Summary form is signed by the fellow and the Program Director.
 - h. Maintaining completed and signed promotion / completion summaries in a confidential manner, in local fellow program files.

References

WiNC Resident & Fellow Promotion Summary Form
(attached below)

Summative Evaluation and Promotion Summary

WiNC

Name: _____ Year: _____

Program: _____ Clinic: _____

Current Year Training Dates: _____ Designated Osteopathic Resident [DOR]

The following criteria summarize goals and standards for competency during the past training year. Consider "Competent for Level of Training" to mean performing at the level of skill expected from a clearly satisfactory resident at this stage of training.

	Competent for New Practitioner	Competent for Level of Training	Not Competent for Level of Training
Patient Care			
Gathers essential and accurate information about patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prioritizes the purpose(s) of the visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes accurate diagnoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prescribes appropriate therapeutic interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counsels and educates patients and families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incorporates prevention into care plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducts an appropriate history and physical exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistently performs procedures well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orders appropriate diagnostic tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides compassionate care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[DOR only] Resident integrates OPP into patient care and applies OMT as indicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Medical Knowledge			
ABFM In-Training Exam Score: _____	[DOR] ACOFP In-Service Exam Score: _____		
Comments? (Attach additional pages if necessary)			

Passed required sections of the USMLE or COMLEX: Yes No

Demonstrates knowledge about established and evolving biomedical and clinical sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates knowledge about epidemiological and social-behavioral sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applies knowledge appropriately to patient care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates investigatory and analytic thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[DOR only] Resident demonstrates application of OPP in the domain of medical knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Practice-based Learning and Improvement			
Investigates and evaluates his /her patient care practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locates, appraises, and assimilates evidence from scientific studies related to patients' health problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitates the learning of students and other health care professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively uses technology to manage information, access online medical information, and support own education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[DOR only] Resident integrates OPP into practice-based learning and improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interpersonal and Communication Skills			
Creates and sustains therapeutic relationships with patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates effective listening and questioning skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides information using effective verbal and nonverbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works effectively as a member of a healthcare team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents pertinent information clearly and concisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[DOR only] Resident demonstrates appropriate interpersonal and communication skills in the application of OPP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

