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:
 - 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: Program:	Year: Clinic:			
Current Year Training Dates:	☐ Designated O	steopathic Reside	nt [DOR]	
The following criteria summarize goals and standards for competency mean performing at the level of skill expected from a clearly satisfactor			er "Competent for Le	vel of Training" to
		Competent for New Practitioner	Competent for Level of Training	Not Competent for Level of Training
Patient Care				
Gathers essential and accurate information about patients				
Prioritizes the purpose(s) of the visit				
Makes accurate diagnoses				
Prescribes appropriate therapeutic interventions				
Counsels and educates patients and families				
Incorporates prevention into care plan				
Conducts an appropriate history and physical exam				
Consistently performs procedures well				
Orders appropriate diagnostic tests				
Provides compassionate care				
[DOR only] Resident integrates OPP into patient care and applies OM	T as indicated.			
Medical Knowledge				
ABFM In-Training Exam Score:	[0	OR] ACOFP In-Sei	vice Exam Score: _	
Comments? (Attach additional pages if necessary)				
Passed required sections of the USMLE or COMLEX: $\ \Box$ Yes	No			
Demonstrates knowledge about established and evolving biomedical a clinical sciences				
Demonstrates knowledge about epidemiological and social-behavioral	sciences			
Applies knowledge appropriately to patient care				
Demonstrates investigatory and analytic thinking				
[DOR only] Resident demonstrates application of OPP in the domain of knowledge.	of medical			
Practice-based Learning and Improvement				
Investigates and evaluates his /her patient care practices				
Locates, appraises, and assimilates evidence from scientific studies repatients' health problems	lated to			
Facilitates the learning of students and other health care professionals				
Effectively uses technology to manage information, access online med and support own education	ical information,			
Responds to feedback				
[DOR only] Resident integrates OPP into practice-based learning and	improvement.			
Interpersonal and Communication Skills				
Creates and sustains therapeutic relationships with patients				
Demonstrates effective listening and questioning skills				
Provides information using effective verbal and nonverbal communicate	ion skills			
Works effectively as a member of a healthcare team				
Documents pertinent information clearly and concisely				
[DOR only] Resident demonstrates appropriate interpersonal and comskills in the application of OPP.	munication			

	Competent for New Practitioner	Competent for Level of Training	Not Competent for Level of Training
Professionalism			
Demonstrates respect, compassion, and integrity			
Demonstrates sensitivity and responsiveness to a diverse patient population			
Demonstrates a commitment to ethical principles			
Carries out responsibilities in a reliable and timely manner			
[DOR only] Resident demonstrates professionalism in their application of OPP.			
Systems-based Practice			
Demonstrates an awareness of and responsiveness to the larger context and system of health care			
Advocates for quality patient care and assists patients in dealing with system complexities			
Practices cost effective health care that does not compromise quality			
Effectively coordinates patient care with other specialists			
Uses system and community resources effectively			
Bills/codes appropriately			
[DOR only] Resident integrates OPP into their systems-based practice.			
Additional Factors			
This resident appears to be free of physical or mental impairment or drug/alcohol dependencies that may adversely affect performance of his/her duties	Yes □	No □	
			
Recommendation (Attach additional pages for explanation as ne	eded)		Check One
Appointment to next year of training	eded)		
Appointment to next year of training Appointment to next year of training with developmental guidance plan	eded)		
Appointment to next year of training Appointment to next year of training with developmental guidance plan Non-renewal of appointment	eded)		
Appointment to next year of training Appointment to next year of training with developmental guidance plan	eded)		
Appointment to next year of training Appointment to next year of training with developmental guidance plan Non-renewal of appointment	eded)		
Appointment to next year of training Appointment to next year of training with developmental guidance plan Non-renewal of appointment Extend current training year	eded)		
Appointment to next year of training Appointment to next year of training with developmental guidance plan Non-renewal of appointment Extend current training year Repeat current training year	d sufficient professional		
Appointment to next year of training Appointment to next year of training with developmental guidance plan Non-renewal of appointment Extend current training year Repeat current training year Final Evaluation for Graduation This resident has met the goals and objectives of the program and has demonstrated found by the Clinical Competency Committee to have demonstrated the knowledge,	d sufficient professional skills, and behaviors ne m and has demonstrate emonstrated the knowle	cessary to enter d sufficient	Check One
Appointment to next year of training Appointment to next year of training with developmental guidance plan Non-renewal of appointment Extend current training year Repeat current training year Final Evaluation for Graduation This resident has met the goals and objectives of the program and has demonstrated found by the Clinical Competency Committee to have demonstrated the knowledge, autonomous practice. [DOR only] This designated osteopathic resident has met the goals and objectives of the program professional ability and was found by the Clinical Competency Committee to have debehaviors necessary to enter autonomous practice and to apply OPP to patient care.	d sufficient professional skills, and behaviors ne m and has demonstrate emonstrated the knowle	cessary to enter d sufficient	Check One