



Stony Brook Medicine Graduate Medical Education

Subject: GME0012 Evaluation and Promotion of Residents	Published Date: 04/30/2025
Graduate Medical Education	Next Review Date: 04/30/2028
Scope: SBM Stony Brook Campus	Original Creation Date: 11/24/2003

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Responsible Department/Division/Committee:

Graduate Medical Education Committee

Purpose:

Stony Brook Medicine has an established policy on Resident/fellow Evaluation and Promotion

Policy:

Clinical Competency Committee (CCC)

The program director must appoint a Clinical Competency Committee (CCC). There must be a minimum of 3 core faculty members on the CCC, although additional members may be added.

The CCC should:

- Review all resident/fellow evaluations no less than semi-annually. For one year programs, quarterly is recommended.
- Prepare and ensure the reporting of Milestone evaluations of each resident semi-annually to the ACGME.
- Advise the program director regarding resident progress, including promotion, remediation, and dismissal.

Each program must have a written description of the responsibilities of the CCC.

Formative Evaluation

The program must:

- Provide for faculty to evaluate resident/fellow performance in a timely manner during each rotation or similar educational assignment, and document this evaluation at the completion of the assignment.
- Provide objective assessments of competence in patient care and procedural skills, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice based on the specialty-specific milestones;
- Use multiple evaluators, at least three sources (e.g., faculty, peers, patients, self, and other professional staff)
- Document progressive resident/fellow performance improvement appropriate to educational level
- Provide each resident/fellow with documented semi-annual evaluation of performance with feedback. Including progress along the specialty-specific milestones, including case logs if available.
- At least annually, there must be a summative evaluation of each resident that includes their readiness to progress to the next year of the program, if applicable.

Programs should utilize a variety of different assessment tools, such as global evaluation, 360-degree, self-evaluation, portfolio, shift cards, and focused evaluations. Programs are encouraged to innovate in developing and implementing formative evaluation tools.

The evaluations of resident/fellow performance must be accessible for review by the resident/fellow, in accordance with institutional policy.

Final Evaluation

The program director must provide a final evaluation in addition to the yearly summative evaluation for each resident/fellow upon completion of the program.

- The specialty-specific Milestones, and when applicable the specialty-specific case logs, must be used as one of the tools to ensure residents are able to engage in autonomous practice upon completion of the program.
- The final evaluation must become part of the resident/fellow's permanent record maintained by the institution, and must be accessible for review by the resident/fellow in accordance with institutional policy.

This evaluation must:

- Verify whether the resident/fellow has demonstrated the knowledge, skills, and behaviors necessary to enter autonomous practice.
- Consider recommendations from the Clinical Competency Committee.

A final evaluation must also be completed for residents/fellows leaving the program prior to completion – i.e. residents who transfer to another program, resign, or are non-renewed.

Promotion

Each program should develop specific criteria for advancement/promotion to higher levels of medical training and graduation of its residents. The criteria for advancement shall be based upon achievement of specialty-specific Milestones which illustrate the resident/fellow's readiness to progress to the next stage of training.

1. Each year the program director will provide to the GME Office a list of the residents in their program whose contract will be renewed with or without Promotion. Residents for whom non-renewal or non-promotion is being considered should be notified of this no later than 4 (four) months prior to the beginning of the subsequent year of training. Exceptions to this policy may occur but must be reviewed with the Designated Institutional Official (DIO). If an exception is made, the resident/fellow must be notified of the intent to non-renew as soon as possible.

2. The decision to promote a resident/fellow shall be determined by the PD with the advice of the CCC.

3. Residents/fellows who have not met the standards of training performance may be at risk for non-promotion or non-renewal, as well as other actions as outlined in the Substandard Resident Performance policy (GME0009).

4. All annual institutional and GME requirements must be completed prior to promotion including but not limited to health assessment and training modules.

5. USMLE Step 3/COMLEX 3:

- Residents must take USMLE Step 3/COMLEX 3 no later than June 30th of their PGY1 year or they will be placed on warning status.
- After one failure of step 3 the resident will receive a letter of concern with a remediation plan that includes support and assistance specific to passing the exam.
- If the resident has not passed the exam by the beginning of the eighth month of the PGY2 year they will be placed on probation and notified of non-renewal if they do not pass by the end of the PGY2 year.
- Programs must track compliance and report to GME at the end of the PGY-1 and PGY-2 year accordingly.

If extenuating circumstances have precluded the resident's ability to take or pass the exam within the timeframe outlined above, the program director has the option to request a policy waiver from GMEC for the involved resident.

6. Residents must sign their reappointment letter, agreement of reappointment, and their workforce confidentiality documents through New Innovations at least 46 days prior to beginning their subsequent year of training.

Definitions:

None

Procedures:

None

Forms: (Ctrl-Click form name to view)

None

Policy Cross Reference: (Ctrl-Click policy name to view)

[GME0009 Substandard Resident Performance](#)

Relevant Standards/Codes/Rules/Regulations/Statutes:

None

References and Resources:

None