

Policy on Resident/Fellow File Requirements

Previous 07/08/2016

Each trainee's file/binder should contain the following:

1. Photo of Resident/Fellow
2. Application
3. Curriculum Vitae (CV)
4. Letter of Agreement (LOA)
5. Certificate(s)
6. New Hire Paperwork
7. Licenses/Certifications
8. Evaluations
9. Research/Scholarly Activity
10. Procedure Logs
11. Duty Hours
12. Rotation Schedules
13. Letters of Standing
14. Exam Scores

Resident/Fellow File Guidelines

The GME office strongly requests all programs to have their resident/fellow files organized as listed above as this uniform organization will make certain processes more efficient globally.

Each trainee's file or binder must be clearly labeled with his/her name and training years in the program (e.g. John Smith - 2015-2016).

Programs should feel free to add, omit, or edit file sections listed above if not applicable.

Details of Individual Tabs

1. Photo: Can be a black and white, color, or photocopy.
2. Application: May be either ERAS, McGaw, or from another service as used by program.
3. Curriculum Vitae (CV): May be from ERAS or document provided by trainee.
4. Letter of Agreement (LOA): Copy of the fully-executed annual Letter of Agreement between McGaw and the trainee.
5. Certificate(s): For fellows include a copy of their Certificate of Completion from Residency.
6. New hire paperwork: A copy of all new hire paperwork submitted to the GME office, including transfer letters from other departments or institutions.
7. Licensure/Certification: Copies of all current required licenses and certifications required to practice (e.g. state medical license, NPI, BLS, ACLS, Medicare enrollment, as well as CDS and DEA, if applicable). Must be kept current throughout training.

8. Evaluations: This section should include a sub-tab for each training year. Within each training year a sub-tab should be utilized for each evaluation type (e.g. rotation, 360, semi-annual, et al.).

Example:

➤ TAB 2015-2016

- Rotation Evaluations
 - 360-degree Evaluations (inclusive of peer, self, nurse, and patient evaluations)
 - Semi-annual Evaluations (in the mid-year evaluation include status on duty hours, procedures, research/QI project, etc.)
 - End of year Evaluations (summative for all graduates)
 - Final Summative Evaluations – (includes an overall evaluation of the resident/fellow over the entirety of their training, which is completed by the program director (letter must state the resident/fellow is competent to practice without direct supervision)
9. Research/Scholarly Activity: All publications, presentations, and quality improvement and safety projects.
 10. Procedure Logs: At least quarterly summaries of procedures completed.
 11. Duty hours: At least quarterly duty hour summaries printed from NI.
 12. Rotation Schedules: Rotation schedules by week, month, or year.
 13. Letters of standing: Any letters written on behalf of the resident/fellow including letters of recommendation written while in training. Letters of Recommendation as submitted prior to their appointment with McGaw should be filed within the Application section.
 14. Exam Scores: Core curriculum completion summaries, all USMLE/COMLEX scores, and must include board scores after graduation if received by the program.

Of Note:

- Anonymous evaluations completed by residents/fellows on faculty and on the program should be kept together in a separate binder or file.
- Upon graduation, the first page in the binder or file should be the final summative evaluation. If the trainee separates from the program due to disciplinary action, the first page in the binder or file should be the final letter stating the termination/resignation.
- Please include forwarding address of new home and/or work address, if available.