

HOW AND WHEN IS EACH FELLOW EVALUATED?

1. After each monthly rotation, the site preceptor will evaluate the fellow's performance and this evaluation will be discussed and signed by both fellow and preceptor. Evaluation forms will be given to fellows during the last week of each rotation. Fellows are responsible for ensuring that these evaluations are carried out.

Evaluations will be competency based for all rotations during the fellowship and will focus on the following areas: a) patient care, b) medical knowledge, c) practice-based learning, d) communication and interpersonal skills, e) professionalism, f) system-based practice.

2. During each longitudinal rotation (i.e., continuity outpatient clinic, HBPC, and long term care), evaluations will be conducted QUARTERLY in the same manner as for monthly rotations. For those rotations during which the fellow has interacted with more than one preceptor, each preceptor will fill out a written evaluation and these will be discussed with the fellow by the Program Director (at the Benedum Geriatrics Clinic) and by the Associate Program Director (at Shadyside Senior Care Institute). Evaluation forms will be given to fellows by Ms. Kinney at appropriate intervals. Fellows are responsible for ensuring that these evaluations are carried out.
3. In addition to evaluation by site preceptors, fellows will also be evaluated by other health care personnel with whom they have interacted (e.g., nursing, physical therapy, nurse practitioners) in their continuity clinic, long-term care site and HBPC. Site preceptors will be responsible for ensuring that these evaluations are carried out.
4. Periodically fellows' professionalism will be evaluated by patients using a standardized survey. Site preceptors will be responsible for ensuring that these evaluations are carried out.
5. After each conference presentation by the fellow, their performance will be evaluated by several randomly selected faculty attendees. The Program Director will be responsible for ensuring that these evaluations are carried out.
6. The fellow's overall performance will be reviewed and discussed QUARTERLY by the Program Director. During these sessions, evaluations will be reviewed and positive feedback provided. Problem areas and/or concerns and the overall fellowship experience will be discussed.

HOW AND WHEN IS THE PROGRAM EVALUATED BY EACH FELLOW?

All evaluations by fellows are collected by the Program Coordinator. In order to maintain anonymity, evaluations from fellows and residents will be collected over several months and presented in summary fashion by the Program Director. The Associate Program Director will collect evaluations related to the Program Director's performance. Fellows will evaluate:

1. Following the completion of each monthly rotation.
 - a. the content of the rotation itself
 - b. the performance of the preceptor
2. Quarterly evaluation of longitudinal experiences (continuity clinic, HBPC, long-term care) and preceptors
3. Semi-annual evaluation of the overall fellowship training program