

**University of Washington  
Pathology Graduate Medical Education  
Residents and Fellows**

**Procedures for Selection, Evaluation, Promotion and Dismissal**

**Selection**

1. The available residency and fellowship positions are advertised through standard venues such as listings in FREIDA, the ICPI Directory, AMA "Green Book", program website or other print or web-based ads.
2. The candidates complete a required application process. For residency, this means applying through ERAS and participating in the NRMP Match process including IMG and candidates with previous residency experience. The required documents include curriculum vitae, personal statement, transcripts, Dean's Letter, USMLE (or equivalent) scores, three letters of recommendation. Candidates who have completed prior GME training are required to provide a letter of recommendation and evaluation of performance by the previous residency director.

For Pathology-based fellowships (bone and soft tissue pathology, breast & gynecologic pathology, cytopathology, dermatopathology, GI & hepatic pathology, renal pathology, surgical pathology, pediatric pathology and neuropathology) and the Laboratory Medicine-based hematopathology fellowship, a standard application form is required and is available at each of the fellowships' web pages or by request. Fellowship candidates are required to submit curriculum vitae, personal statement, USMLE scores, an evaluation of performance by the current residency/fellowship director, and three letters of recommendation (one from the current residency/fellowship director). International medical graduates are also required to provide a current ECFMG Certificate.

International graduates who wish to train under a visa, are required to complete a needs survey prior to interview to help determine eligibility for approval by the GME Provost.

3. The director and/or selection committee select candidates for interview based on academic achievement and desire to pursue a career in pathology. The program adheres to the University of Washington policy for equal opportunity in education.

The University of Washington provides equal opportunity in education without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era in accordance with the University of Washington policy and applicable federal and state statutes and regulations.

4. The candidates are invited to interview on campus. A typical interview day includes an opportunity to meet with the program director and/or faculty members, to have lunch with residents/fellows, to attend conferences and/or sign outs; and to tour the facilities.
5. The program director and faculty interviewers provide a written evaluation of each candidate on an online form. The director and/or selection committee uses the information from the evaluations to determine who the best candidate for the position is. For residency candidates, this information is used to prepare the Rank List for the NRMP Match. For the fellowship candidates, this information is used by the program director to select the most appropriate candidate.
6. Residents are notified of their selection for our program through the NRMP Match. Fellows are contacted by the program director with a follow up letter of preliminary letter of agreement until the Fellowship Position Agreement is prepared in March.

**Pathology Residency Program**

## Evaluation

The ACGME program requirements require extensive evaluation of the residents/fellows and program for the purpose of positive feedback and improvement. Most of these evaluations are anonymous to ensure that the residents, fellows and faculty members feel comfortable providing candid comments about the program and its participants.

### RESIDENT/FELLOW EVALUATION

1. One-on-One: The program has an open-door policy for all residents and fellows to discuss any concerns or issues with any faculty member or director. Residents/fellows are assigned faculty advisors and they meet several times a year in an informal setting to discuss training issues and career development. Informal notes from the meetings are kept in the training file.
2. Faculty Evaluation of Residents/Fellows: Residents are evaluated at the end of each rotation and fellows are evaluated quarterly. The evaluation process is managed using the MedHub online application. Faculty members receive electronic notification that an evaluation is due (approximately seven days before the end of a rotation period). Completed evaluations are sent electronically to the resident/fellow MedHub portfolio. If a resident/fellow receives a low score on any element of the evaluation, the director and/or faculty advisor is notified electronically so that she/he can receive feedback prior to delivery to the portfolio. Completed evaluations are reviewed by the program directors.
3. Individual Faculty Member Evaluation by Residents/Fellows: Residents and fellows are expected to prepare an evaluation for each faculty member with whom they work during the year. The evaluation process is managed using MedHub. Reminders are sent quarterly. The evaluations are reviewed by the program directors. Issues arising from the evaluations are discussed with appropriate supervisory faculty including division managers and/or department chair in a timely manner. Printed evaluations are distributed to the faculty members every six months (typically January and July). It is expected that the faculty members will include these evaluations as part of their annual meeting with the department chair.
4. Mid-Year Meeting with Advisor: The residents and fellows meet mid-year with their assigned advisor or program director to review performance for the first six months of the academic year. The evaluation tools include a self-evaluation form completed by the resident/fellow, mid-year evaluation form completed by the program director/advisor and the accumulated evaluations and other documents found in the MedHub portfolio. The program director or advisor may also discuss resident/fellow performance issues with the members of the Residency Management Committee and/or with faculty at individual hospitals.
5. End-of-the-Year with Program Director: For residents and fellows in two-year programs, the mid-year process is repeated by the program directors. Typically, fellows are in one-year programs and an exit evaluation is completed. The fellow meets with the program director and faculty as part of an overall annual program evaluation. Evaluation forms and portfolio documents are managed electronically by MedHub.

### PROGRAM EVALUATION

The following measurement tools are used to develop program improvement plans for our residency and fellowship programs.

6. Individual Resident/Fellow Evaluation of Program/Rotation: Residents evaluate the training program at the end of each rotation while fellows do so twice a year. The evaluation process is managed

using the MedHub online application. Evaluations are reviewed by the program directors. Evaluations for each rotation are printed and distributed in batches every six months to the rotation service chief (typically January and July). The service chief is expected to discuss the evaluations with faculty members to improve the training program.

7. Group Evaluation by Residents and Fellows: The chief residents in Anatomic Pathology and Clinical Pathology survey the residents at the end of the year. Summary reports are submitted to the Residency Management Committee.
8. Faculty Survey: Each faculty member involved with the residency and fellowship programs is asked to complete an anonymous survey to solicit feedback on successes and areas of improvement for each program.
9. Annual Meeting of the Chair: At least once a year the Department of Pathology Chairman meets with all the residents and fellows for an informal breakfast to discuss any concerns they may have about the program. These notes are reported to the program directors.
10. Annual Program Review and Report: The spring quarterly meeting of the Residency Management Committee discusses feedback generated from a wide range of sources including the evaluations described above, meeting notes, internal review and site visit reports, and the ACGME Resident Survey. A similar meeting is conducted for each fellowship program at the annual review and exit evaluation of the fellow. An annual report summarizes the program's year and includes an action plan for program improvements for the next year.

### **Promotion**

Residents and fellows are promoted to the next level of training based upon the successful completion of training as documented with by the evaluation process described above. In compliance with policies and procedures from the Graduate Medical Education Office, residents and fellows receive notice of reappointment for the next academic year by January 15. New appointment documents are issued in March. Every resident and fellow receives the appointment documents that detail institutional policies and procedures. This document is also available to the trainees on the Residents' IWeb and MedHub. Should a resident or fellow not receive reappointment, the program director follows the institutional procedure detailed in the Resident Position Appointment or Fellowship Position Appointment document.

### **Dismissal**

The program follows the institutional guidelines detailed in the Residency/Fellowship Position Agreement for the due process of dismissing a resident or fellow for failure to meet educational or professional requirements.