

**UBC Department of Medicine**  
**Internal Medicine Residency Training Program**  
**Guidelines for Completion of Evaluations & EPAs**

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## **Preamble**

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### **Evaluations of Residents**

Residents are assessed in accordance with the conjoint Residency Accreditation Standards of the RCPSC and CFPC which outlines the basic requirements for assessment system in each program: <http://www.canrac.ca/canrac/general-standards-e>. Residents are assessed on an ongoing basis both formally and informally. Supervisors provide ongoing, informal, verbal feedback to the Residents in addition to providing the formal feedback required by the programs. If a problem is identified at any point during an Educational Experience or any component of a Resident's training the Supervisor will bring the problem to the attention of the Resident in a timely fashion, preferably in person. This must be documented and forwarded to the Program Director who will provide additional support as needed.

### **Evaluations of Faculty**

Faculty will be regularly assessed by residents on their teaching at the end of a required learning experience. Individual faculty assessment reports will be distributed when a minimum of four (4) residents have assessed them at a minimum of every two (2) years. Aggregated anonymized faculty assessment data will be made available to inform and support continuous quality improvement (CQI) activities and faculty development initiatives.

### **Guidelines for Completion of In-Training Evaluation Reports (ITERs)**

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- Completed at the end of every rotation using One45.
- ITERs are **mandatory** and due **within 3 weeks** of the end of a rotation.
- The residency program will endeavor to provide faculty with reminders to complete overdue evaluations in a timely manner.
- Overdue evaluations **older than 5 weeks past due** will be brought to the attention of the program director, who will contact the appropriate division head.

### **Guidelines for Completion of EPAs**

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- Completed once a week throughout each rotation using Entrada.
- Can be initiated by either faculty or residents.
- Clinical encounters should be identified as an opportunity for an EPA **prior** to the observation.
- EPAs are ideally completed in real time using the resident's or attending's smartphone, but if not should be completed **within 1 week** of the observation.
- Insufficient resident EPA data for review by the Competence Committee will result in faculty being contacted directly for immediate completion.

## Guidelines for Completion of Evaluations of Faculty and Services

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- Completed at the end of every rotation using One45.
- Evaluations of faculty and service are **mandatory** and **due within 3 weeks** of the end of a rotation.
- Residents will not be able to view their ITERs for a rotation until they have completed their evaluations of service / faculty.
- Overdue evaluations **older than 5 weeks past due** will be brought to the attention of the program director.