

## Hematopathology Fellow Evaluations

The Hematopathology (HP) fellows formally meet with the program director four times (quarterly) to review the fellow's progress in the areas of diagnostic skills and fundamentals of knowledge, education/teaching and scholarly activities. The last meeting will serve as the final evaluation and exit interview.

The HP Fellowship Program conducts a **CCC meeting** twice a year, one in December and one in May. The Clinical competency Committee consists of 3 HP Faculty. The members receive a number of evaluations and documents that they review, and complete a Milestone evaluation for each of the fellows. This evaluation is shared with the fellows at their 2nd and 4th quarter meetings with the Program Director.

**Faculty evaluation of fellows:** HP faculty members will evaluate the fellows on a quarterly basis. These evaluations will be reviewed at the quarterly meetings as well as the semiannual CCC meetings. Since the HP fellows will interact closely with the HP faculty on a daily basis, prompt feedback and constructive criticism to address deficiencies in performance in each of the core competencies is expected. In addition, the progress of the fellows is discussed on a regular basis at the fellowship committee meetings which meet approximately monthly. The CCC will complete a Milestone Evaluation of the HP fellows on a Semiannual basis, which will be incorporated into the HP Fellowship Director's Semiannual meeting with the fellows.

**Fellow evaluation of program:** The HP fellows participate in an on-going review of the training program and provide feedback and constructive criticism on any deficiencies to the HP faculty at the section meetings, which meet approximately monthly. At the end of the training year, each of the HP fellows completes a confidential evaluation of the program. These evaluations are reviewed by the fellowship director, are discussed with the core HP faculty and fellows at the end of the year Program Evaluation meeting. Changes to the fellowship training program are made when deemed necessary and beneficial to the quality of the training program.

**Fellow evaluation of faculty:** The HP fellows are expected to evaluate the HP faculty every 6 months using the faculty evaluation forms available on Med Hub. Completed forms are compiled in aggregate format and are available to the HP faculty for review.

**Fellow evaluation of rotations:** The HP fellows are expected to evaluate the Hematopathology rotations every 6 months using the departmental rotation evaluation form available on Med Hub. Completed forms are followed and reviewed by the program director on a semi-annual basis.

**360 degree Fellow evaluation by support staff:** The fellows will be evaluated on a quarterly basis by support staff that work directly with the fellows, including administrative assistants, and laboratory technologists. The fellows will be evaluated on their overall interaction with support staff. These evaluations are included documents given to the CCC members for the semiannual CCC meetings.

**Fellow Self Evaluation:** The fellows complete a Milestone Self evaluation twice a year. This self evaluation is submitted to the CCC to be incorporated with the semiannual Milestone evaluations.

**Resident evaluation of fellows:** The general pathology residents who rotate through hematopathology will evaluate the HP fellows on a monthly basis in an anonymous manner via Med Hub. The evaluations will be compiled in an aggregate fashion and be available for review at the fellows quarterly meeting with the program director. These evaluations are included documents given to the CCC members for the semiannual CCC meetings.

**Alumni evaluation:** The Hematopathology fellowship program is evaluated as an ongoing process at years 1 and 3 post graduation from the program.

**Final evaluation Form:** A final comprehensive evaluation is completed for each fellow at the completion of the program. A copy of this evaluation is kept permanently in the fellow's file.