



Final Evaluation Policy

Graduate Medical Education Committee - Policies and Procedures

Purpose

In order to comply with ACGME Common Program Requirements, the University of Arizona College of Medicine - Tucson (UACOM-T) Graduate Medical Education Committee (GMEC) sets forth this policy to outline the procedure for completing the required Final Evaluation of residents/fellows in ACGME-accredited and NST programs. The term “Trainee” includes residents, fellows, and non-standard training (NST) trainees.

The ACGME Common Program/Fellowship/One-Year Fellowship Requirements (Reformatted, 2025) state:

5.2. Final Evaluation. *The program director must provide a final evaluation for each trainee upon completion of the program.*

5.2.a. *The specialty/subspecialty-specific Milestones, and when applicable, the specialty/subspecialty-specific Case Logs, must be used as tools to ensure trainees are able to engage in autonomous practice upon completion of the program.*

5.2.b. *The final evaluation must become part of the trainee’s permanent record maintained by the institution, and must be accessible for review by the trainee in accordance with institutional policy.*

5.2.c. *The final evaluation must verify that the trainee has demonstrated the knowledge, skills, and behaviors necessary to enter autonomous practice.*

5.2.d. *The final evaluation must be shared with the trainee upon completion of the program.*

Procedure:

1. A Final Evaluation must be completed for all trainees upon completion of the program, or for any trainee who leaves a program early for any reason.
 - a. For trainees who complete the requirements for graduation and board certification as scheduled, the Final Evaluation Template (attached) will be completed by the program director at the end of training.
 - b. For any trainee who underwent disciplinary action during training, or who left the program early or beyond the original anticipated program completion date, the GME office must be

contacted for the Final Evaluation (Special Circumstances) Template to be completed by the program director at the time the trainee leaves/completes the training program.

2. The program directors, in preparing the final evaluation, must ensure that:
 - a. The trainee's performance was reviewed by the Clinical Competency Committee.
 - b. The specialty-specific Milestones (and specialty-specific Case Logs when applicable) were used as tools to ensure trainees are able to enter autonomous practice upon completion of the program.
 - c. The trainee's credentials on the Final Evaluation matches how it appears on the trainee's medical school diploma.
3. The program director will meet with each trainee to review the Final Evaluation upon completion of the program.
4. When a program director is not able to meet with a trainee in person to review the Final Evaluation, the Final Evaluation will be sent electronically to the trainee for signature.
 - a. The trainee will have up to 30 days to sign the Final Evaluation and return it to the program director.
 - b. If the Final Evaluation is not signed within 30 days, the Final Evaluation will be marked as "Declined to Sign."
5. A copy of the Final Evaluation must be forwarded to the GME Office when completed.

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