

Policies and Procedures for Clinical Faculty (Tutor) Evaluation

TABLE OF CONTENTS

- Section I: Introduction
- Section II: Definitions
- Section III: The Policy
- Section IV: The Procedure
- Section V: Appendix - Tutor Evaluation Form

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Section I: Introduction

The structured training program at Kuwait Institute for Medical Specialization is based on rotation goals and objectives. The goals and objectives are based on CanMEDS physician competencies. The role of Clinical Tutor in the program is essential to achieve the learning and educational goals of the program. Hence, continuous faculty development in the area of medical education is part of KIMS strategic goals.

The Office of Accreditation and Quality Affairs had developed an ongoing quality indicators for KIMS activities including admission, clinical rotation and examination. This policy guide the residents in the evaluation of clinical tutors based on their learning experience of CanMEDS focusing on the area of teaching, supervision and role modeling.

This policy outline the process of completing the form, collecting the data and utilizing the data by the program directors, postgraduate training committees and The Scientific Council to make decision regarding the faculty development and establishing the outcome.

Section II:

Definitions

Site Coordinator: a member of the postgraduate training committee responsible for residents in each training site.

Clinical Tutor: a physician with a rank of *senior registrar or above* with a responsibility to oversight the training of resident in the training site.

Postgraduate training committee: the educational committee of the specialty-training program established as per KIMS bylaws.

The Scientific Council: the Institutional Postgraduate Education Committee of KIMS and is established as per KIMS bylaws.

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Section III: The Policy

1. The site coordinators are the most responsible persons to ensure residents complete the clinical tutor evaluation
2. The residents are responsible for completing the **“Tutor Evaluation Form”** at the end of the rotation and submit the sealed completed forms to the Office of Faculty Development at KIMS.
3. The Office of Faculty Development will review the data regularly as received and report immediate concern to the PGE Office.
4. The Office of Faculty Development will collect and analyze the data annually and submit the report to the program director of the respected program, the PGE Office and The Secretary General.
5. The Office of Faculty Development will utilize the data only for quality improvement purpose.
6. The program director will inform the PGTC of the reports about the tutors
7. The Faculty Development will utilize the data to develop the educational and training programs to improve faculties’ competencies.

Section IV: The Procedure

1. At the end of each rotation the resident shall complete the “Tutor Evaluation Form” for each clinical tutor in the rotation.
2. The sealed completed form will be delivered to office of faculty development. The resident might request a meeting with the site coordinator or the program director to address any concern or emerging issues.

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Subject: Tutor Evaluation
Office of Faculty Development
6th floor-KIMS

3. The Office of Faculty Development will review the forms in timely manner and inform the PGE Office of any concern or emerging issues reported by the resident.
4. The Office of Faculty Development will collect and analyze the data annually by June of the academic year.
5. The final report and evaluation shall be one of the following
 - Satisfactory
 - Satisfactory with areas to improve
The program director will offer advice to the clinical tutor or refer the matter to Secretary General.
 - Unsatisfactory
The program director will meet the residents and clinical tutor for feedback and refer the matter to Postgraduate Education Office if needed.
6. The report will be delivered to:
 - The **Clinical Tutor** for professional development and feedback
 - The **Program Director** for each program to be discussed at the PGTC of the program and take necessary actions.

 - The **Office of Postgraduate Education** for storage and to address concerns and issues requiring administrative intervention.
 - The **Secretary General** to be discussed in the Scientific Council and the Council of Medical Specialties.
7. The clinical tutor shall appeal the final evaluation of the report to the appeal committee of KIMS with 30 days of receiving the report.