

University of Michigan

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Evaluation Form

Printed on May 31, 2016

Alumni Survey - Micrographic Surgery & Dermatologic Oncology Fellowship

Evaluator:

Evaluation of:

Date:

Demographic Information

1. Name (Optional)

2. Gender - Male/Female (Optional)

3. Year fellowship program was completed (Optional)

4. Current place of employment

5. Current job title

6. Present career description (please choose from the list below):

Private practice, Veteran's Administration, Academic practice, Combined private practice/academic, Other (please specify)

What percent of your professional work is devoted to each of the following areas? (total 100%)

7. Mohs/Reconstruction

8. Melanoma/Excisional surgery

9. Cosmetic Procedures


10. Laser Surgery

11. General Dermatology

12. Other

What percent of your professional work is devoted to each of the following? (total 100%)

13. Research




































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14. Administration


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15. Teaching

16. Patient Care

17. Other, please specify

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18. Overall, did your UM fellowship program meet your educational goals?

No	Somewhat	Yes	N/A
			

19. If you could do ONE THING TO IMPROVE your fellowship experience, what would it be?

20. What was the ONE BEST THING about the fellowship program?

21. How would you rate your fellowship experience as preparation for your career?

Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
5	4	3	2	1	NE
					

22. Overall, how satisfied are you with the course of your career thus far?



Chart Review

Date:

Please review one electronic medical record encounter for each fellow.

3. Date of Clinical Service *

4. Type of note: Mohs consult and procedure, melanoma consult, excision, cosmetic visit, etc.

Please rate the following:

No Yes

8. Biopsy date documented*

Poor	Fair	Good	Very Good	Excellent	Inadequate contact
1	2	3	4	5	N/A

9. Review of Systems*

10. Pertinent past medical History*

11. Physical examination*

12. Medical descision making*

13. Appropriate use for procedure
documented-op note*

14. Procedure documentation-op note*

15. Correct site documentation - op note*

16. Charges for encounter entered properly*

17. Letters to referring physician(s)

18. Overall use of electronic medical record*

19. Comments



Evaluation Form

Printed on May 31, 2016

Faculty Evaluation of Fellow Form

Evaluator:

Evaluation of:

Date:

Please complete relative to this point in the Fellow's training.

1. At what point is fellow in their training - 6 months or 1 year?







Surgical Skills (Patient care, Medical knowledge, Practice-based learning)

	Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
	5	4	3	2	1	NE
2. Surgical and technical skills*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Cosmetic procedural technical skills*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Mapping techniques and tissue orientation*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Interpretation of histologic material*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Anatomy*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Primary and secondary wound healing*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



















Clinical Judgement (Patient care, Medical knowledge, Practice-based learning, Interpersonal and communication skills, Professionalism)

Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
5	4	3	2	1	NE































Didactic Conferences (Patient care, Medical knowledge, Practice-based learning, Interpersonal and communication skills, Professionalism, Systems-based practice)

	Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
	5	4	3	2	1	NE
19. Attends appropriate didactic sessions, conferences and meetings and assimilates and uses data learned.*						

Leadership (Practice-based learning, Interpersonal and communication skills, Professionalism, Systems-based practice)

	Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
	5	4	3	2	1	NE
20. Demonstrates ability in organizing and running a project, team, or service.*						
21. Is a role model for others (residents, fellows, staff and faculty).*						
22. Performance, attitude and reputation reflect positively on the unit, department, and specialty.*						

Faculty and Staff Relations (Patient care, Medical knowledge, Practice-based learning, Interpersonal and communication skills, Professionalism, Systems-based practice)

	Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
	5	4	3	2	1	NE
23. Punctual to clinics and conferences.*						
24. Available to assist others as required.*						
25. Communicates with faculty and other services appropriately.*						
26. Exercises initiative within limits of knowledge and training.*						
27. Recognizes limitations, seeks advice and consultation when needed and is able to accept constructive criticism.*						

Health System Operations (Medical knowledge, Practice-based learning, Interpersonal and communication skills, Professionalism, Systems based practice)

	Outstanding 5	Above Expectation 4	At Expectation 3	Below Average 2	Unsatisfactory 1	Not Evaluated NE
35. Knowledge of documentation for CMS compliance (faculty presence, E/M leveling & coding); knowledge of ancillary services i.e., social work, health care financing with respect to financial pool, cost-effectiveness, overall public health issues, knowledge of mechanics on obtaining health care coverage for indigent patients.*						

Diversity Criteria (Medical knowledge, Practice-based learning, Interpersonal and communication skills, Professionalism, Systems based practice)

	Outstanding 5	Above Expectation 4	At Expectation 3	Below Average 2	Unsatisfactory 1	Not Evaluated NE
36. Fosters a respectful and multicultural approach to patients and staff.*						

Stress

	No	Yes
37. Do you feel the Fellow is exhibiting signs of stress that may be affecting performance? (If "yes" please explain in comments).*		

Overall Performance (Medical knowledge, Practice-based learning, Interpersonal and communication skills, Professionalism, Systems based practice)

	Outstanding 5	Above Expectation 4	At Expectation 3	Below Average 2	Unsatisfactory 1	Not Evaluated NE
38. Overall performance of fellow*						

39. Comments: *





















Faculty Evaluation of Fellowship Program

Date:

How would you rate the following:

CLINICAL EXPERIENCE

	Poor 1	Fair 2	Good 3	Very Good 4	Excellent 5	Insufficient contact N/A
1. Patient Numbers						
2. Patient Variety						
3. Surgical Numbers						
4. Surgical Variety						

CURRICULUM AND INSTRUCTION

	Poor 1	Fair 2	Good 3	Very Good 4	Excellent 5	Insufficient contact N/A
5. Didactic & Practical Instruction						
6. Defined Curriculum with Goals and Objectives						
7. Balance of Supervision and Independence						

8. Encouragement of Critical Thinking

9. Availability of Professional Counseling

10. Research Opportunities

11. Facilities for Residency Education

12. Preparation to be Comprehensive
Cutaneous Surgeon & Oncologists

13. Overall Quality of Education in the
Program

14. What are the strengths and weaknesses of
this program with respect to content,
organization and teaching?

15. What changes do you recommend?

Confidential Comments:



Evaluation Form

Printed on May 31, 2016

Fellow's Evaluation of Program/Program Director

Evaluator:

Evaluation of:

Date:

Please complete relative to this point in your training.

1. At what point are you in your training? Six months or 1 year?

2. Overall assessment of the year

Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
5	4	3	2	1	NE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Evaluation of the Program Director

3. Supervision and instruction

Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
5	4	3	2	1	NE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Fund of knowledge

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5. Professionalism

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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6. Availability

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. Fosters a respectful and multicultural approach to patients and staff

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Evaluation of the faculty

Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
5	4	3	2	1	NE

21. Office staff



22. Laboratory



23. Library



24. Fellow's office



Rate your education and experience in:

Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
5	4	3	2	1	NE

25. Anatomy



26. Histology and pathology as related to dermatologic surgical procedures



27. Wound healing



28. Diagnosis, biology and pathology of skin tumors



29. Early identification of benign and pre-malignant skin lesions



30. Cutaneous reconstructive surgery



31. Cutaneous cosmetic surgery



32. Related disciplines such as aseptic technique, anesthesia, closure materials and instrumentation



33. Pre, peri and postoperative evaluation and management skills



34. Lectures, required readings and conferences

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35. Were lectures and conferences held regularly?

Yes
No

36. Destruction techniques (ED and C, cryotx, chemical and laser)

Outstanding 5	Above Expectation 4	At Expectation 3	Below Average 2	Unsatisfactory 1	Not Evaluated NE

37. Excision and layered closure

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38. Mohs surgery

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39. Laboratory management, histologic processing, and slide review

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40. Procedures and principles of an aesthetic nature.

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Did the educational program include instruction in:

41. Hair transplantation?

Yes
No

42. Small volume liposuction?

Yes
No

43. Ambulatory phlebectomy / vein surgery?

Yes
No











































44. Deep dermal chemical peels?

Yes
No


45. Rhinophyma correction?


Yes
No


Rate your opportunities and experiences in the following.


	Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
	5	4	3	2	1	NE
46. Clinical research						
47. Basic research						
48. Multidisciplinary interaction with other specialty services						
49. Paper or textbook preparation and mentorship						
50. Attendance of regional and national meetings						
51. Interactions with residents and peers						
52. Growth and exercise in leadership abilities						


Comments:













Evaluation Form

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Fellow Evaluation of Surgical Faculty

Evaluator:

Evaluation of:

Date:

Thank you for your feedback. Our goal is to provide outstanding experience in CSO core rotations. Your comments will be used constructively and anonymously and will be summarized and presented annually to each faculty member.




























Patient Care Skills

	Very Poor 1	Poor 2	Average 3	Good 4	Very Good 5	Outstanding 6
1. Listens to patients and answers their questions.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Gives clear explanations that are appropriate to patients.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

























Humanistic Qualities

	Very Poor 1	Poor 2	Average 3	Good 4	Very Good 5	Outstanding 6
3. Demonstrates integrity, respect, empathy, and compassion.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Primary concern is for patient's welfare.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Maintains credibility, excellent rapport with patients and families.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Respects patient's need for information and personal preferences. Serves as patient advocate.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Professional Attitude & Behavior

	Very Poor	Poor	Average	Good	Very Good	Outstanding
	1	2	3	4	5	6
7. Responsible, reliable, enthusiastic, committed, cooperative, and respectful.						
8. Supportive of diversity.						
9. Provides effective communication.						
10. Shows regard for opinions and skills of colleagues.						
11. Shows interest and enthusiasm performing job.						

Fellow/Resident/Student Interaction

	Very Poor	Poor	Average	Good	Very Good	Outstanding
	1	2	3	4	5	6
12. Role model, professional, cooperative.						
13. Treats fellow/resident/student as a team member.						
14. Enjoyable to work with.						
15. Shows respect to fellow/resident /student as a person and trainee.						

Teaching







	Very Poor	Poor	Average	Good	Very Good	Outstanding
	1	2	3	4	5	6
16. Imparts knowledge and skills to trainee.						
17. Causes learning by example and/or experience.						
18. Faculty has a stimulated interest in the subject matter.						



Fellow Self-evaluation form

Surgical Skills (Patient care, Medical knowledge, Practice-based learning)

Clinical Judgement (Patient care, Medical knowledge, Preactice-based learning, Interpersonal and communication skills, Professionalism)

	Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
	5	4	3	2	1	NE
7. Performs thorough, efficient history and physical examination						

8. Appropriate patient selection for Mohs/WLE*

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9. Appropriate patient selection for cosmetic procedures*

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10. Identifies and prioritizes problems accurately.*

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11. Shows sound judgement when addressing problems.*

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12. Formulates differential diagnosis*

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Patient Management (Patient care, Medical knowledge, Practice-based learning, Interpersonal and communication skills, Professionalism, Systems-based practice)

Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
5	4	3	2	1	NE

13. Takes responsibility for patient care: organizes, reassesses patient problems, and modifies therapy as needed (Proactive vs. Passive approach or lack of treatment plan)*

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14. Clinic notes, orders, operative notes and dictation are organized and reflect understanding of the problem and treatment plan.*

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15. Pre-op evaluation of cases and follow-up: a) Considers indications for procedure, alternatives, risk/benefits. b) Obtains results of relevant pre-op studies. c) Addresses medical issues (i.e., valve prophylaxis, perioperative medications).*

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16. Mostly for melanoma pts, appropriately orders tests (i.e., lab, x-ray), interprets results, integrates findings with other data and considers costs.*

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17. Provides clear instructions to patients, establishes rapport and deals with difficult patients well.*

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Didactic Conferences (Patient care, Medical knowledge, Practice-based learning, Interpersonal and communication skills, Professionalism, Systems-based practice)

Health System Operations (Patient care, Medical knowledge, Practice-based learning, Interpersonal and communication skills, Professionalism, Systems-based practice)

	Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
	5	4	3	2	1	NE
34. Knowledge of documentation for CMS compliance (faculty presence, E/M leveling & coding); Knowledge of ancillary services i.e., social work, health care financing with respect to financial pool, cost-effectiveness, overall public health issues, knowledge of mechanics on obtaining health care coverage for indigent patients.*						

Diversity Criteria (Patient care, Medical knowledge, Practice-based learning, Interpersonal and communication skills, Professionalism, Systems-based practice)

	Outstanding	Above Expectation	At Expectation	Below Average	Unsatisfactory	Not Evaluated
	5	4	3	2	1	NE
35. Fosters a respectful and multicultural approach to patients and staff*						

Stress

	No	Yes
36. Do you feel you are experiencing stress that may be affecting your performance? (If "yes" please explain in comments)*		

Overall Performance

Overall Performance (Patient care, Medical knowledge, Practice-based learning & improvement, Interpersonal & communication skills, Professionalism, Health System operations) *	



Evaluation Form

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Nursing/Staff Evaluation of Fellow

Evaluator:

Evaluation of:

Date:

The UMHS expects its fellows to demonstrate the communication, interpersonal, and professionalism skills that promote care delivered in the "best interest of the patient". In an effort to assess these attributes please complete this evaluation based on your interactions with each fellow.

Your answers will remain confidential.

	Satisfactory	Unsatisfactory	Not Applicable
1. Communication/Interpersonal Skills	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Willingness to listen to patients and families	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Willingness to listen to nursing and other staff.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Explains information to patients and families using clear, understandable language.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Keeps patients, families, and nursing informed of changes in the care.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Writes orders that are clear and legible.	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Participates cooperatively in multidisciplinary rounds.	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Professionalism	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Altruism/Empathy	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Attentive to details of patient comfort and delivery of care.

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11. Accepts inconvenience to meet the needs of the patient.

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12. Respects patient privacy when conducting examinations

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13. Courteous and receptive to nursing and allied health staff.

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14. Responds in timely manner when paged or called.

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15. Follows through on issues.

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16. Maintains composure during stressful situations.

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17. Do you feel the Fellow is exhibiting signs of stress that may be affecting performance?

Yes
No

Additional comments:
