CYTOPATHOLOGY FELLOWSHIP PROGRAM
QUARTERLY STAFF EVALUATION OF FELLOW

Fellow’s Name:
Dates:
Evaluator:

In evaluating the fellow’s performance, please use as standard the levels of knowledge, skills and attitudes expected for the stage of training. Please use the following scoring scale: ? = Insufficient contact to judge; 9 = Superior; 8 = Outstanding; 7 = Excellent; 6 = Above Average (exceeds expectations); 5 = Average (meets expected level of performance); 4 = Marginal (approaching expectations); 3 = Unsatisfactory (needs attention); 2 = Poor; 1 = Very Poor.

I. PATIENT CARE

1. Demonstrates caring and respectful behaviors when interacting with patients and their relatives

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | ? |

2. Gathers essential and accurate information about patients

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | ? |

3. Interacts with other health care professionals to provide effective patient-focused care, acts effectively as a consultant

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | ? |

Diagnostic abilities

4. Demonstrates appropriate diagnostic skills in gynecological cytopathology

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | ? |

5. Demonstrates solid diagnostic skills in non-gynecological cytopathology

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | ? |

Fine Needle Aspirations

6. Follows standard procedures, observes safety standards and provides adequate after-care instructions

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | ? |
7. Whenever possible, obtains adequate diagnostic material

8. Provides appropriate immediate assessments

9. Correctly identifies the need for ancillary studies

II. MEDICAL KNOWLEDGE

10. Demonstrates adequate knowledge of relevant information in general medicine, pathology and cytopathology

11. Demonstrates adequate knowledge of current literature

12. Demonstrates adequate knowledge of technical and laboratory procedures, their implementation, quality control and interpretation of results

13. Demonstrates adequate knowledge of laboratory management practices and safety precautions

14. Demonstrates adequate clinicopathologic correlation abilities

15. Properly applies medical and technical knowledge to everyday patient-care and problem-solving activities
III. PRACTICE-BASED LEARNING AND IMPROVEMENT

16. Analyzes own experience and conducts improvement activities systematically
   
   1 2 3 4 5 6 7 8 9 ?

17. Consults supervisor staff when necessary
   
   1 2 3 4 5 6 7 8 9 ?

18. Is flexible and receptive to new ideas
   
   1 2 3 4 5 6 7 8 9 ?

19. Locates, evaluates and assimilates evidence from scientific studies related to patient care and problem solving activities
   
   1 2 3 4 5 6 7 8 9 ?

20. Applies knowledge of study design and statistical methods to the appraisal of scientific and technical information
   
   1 2 3 4 5 6 7 8 9 ?

21. Uses information technology to manage information, access on-line medical information and support his/her own education
   
   1 2 3 4 5 6 7 8 9 ?

22. Facilitates the learning of students and other health care professionals
   
   1 2 3 4 5 6 7 8 9 ?

VI. INTERPERSONAL AND COMMUNICATION SKILLS

23. Communicates effectively with patients
   
   1 2 3 4 5 6 7 8 9 ?

24. Establishes good rapport with patients
   
   1 2 3 4 5 6 7 8 9 ?
25. Communicates effectively with laboratory personnel

1 2 3 4 5 6 7 8 9 ?

26. Demonstrates good interpersonal relationships with laboratory personnel

1 2 3 4 5 6 7 8 9 ?

27. Gives clearly defined orders and administrative directives

1 2 3 4 5 6 7 8 9 ?

28. Communicates effectively with students, residents, clinicians and attending staff

1 2 3 4 5 6 7 8 9 ?

29. Procedural notes, requisition forms, descriptions and diagnostic reports are complete, concise and accurate

1 2 3 4 5 6 7 8 9 ?

30. Demonstrates good interpersonal relationships with students, residents, clinicians and attending staff

1 2 3 4 5 6 7 8 9 ?

31. Demonstrates appropriate ability preparing and presenting conferences and seminars

1 2 3 4 5 6 7 8 9 ?

V. PROFESIONALISM

32. Is committed to carrying out professional responsibilities

1 2 3 4 5 6 7 8 9 ?

33. Is committed to excellence and on going professional development

1 2 3 4 5 6 7 8 9 ?
34. Adheres to ethical principles including observance of patient confidentiality and informed consent requirements

1 2 3 4 5 6 7 8 9 ?

35. Demonstrates respect, compassion and integrity towards others

1 2 3 4 5 6 7 8 9 ?

36. Demonstrates sensitivity and respect for cultural, age and gender differences, and towards those with mental and/or physical disabilities

1 2 3 4 5 6 7 8 9 ?

37. Demonstrates responsiveness to the needs of patients that supercedes self-interest

1 2 3 4 5 6 7 8 9 ?

38. Demonstrates emotional stability in critical situations

1 2 3 4 5 6 7 8 9 ?

VI. SYSTEMS-BASED PRACTICE

39. Carries out duties with dispatch and thoroughness, is available when needed

1 2 3 4 5 6 7 8 9 ?

40. Is self-motivated and demonstrates appropriate initiative

1 2 3 4 5 6 7 8 9 ?

41. Properly executes delegated responsibilities, can be counted on to complete a task

1 2 3 4 5 6 7 8 9 ?

42. Demonstrates awareness on how his/her practices affect other health care professionals, the health care organization and society at large

1 2 3 4 5 6 7 8 9 ?
43. Demonstrates concern about controlling health care cost and proper allocation of resources without compromising quality of care

1 2 3 4 5 6 7 8 9 ?

44. Advocates for quality of patient care

1 2 3 4 5 6 7 8 9 ?

45. Demonstrates the ability to call on system resources to provide care that is of optimal value

1 2 3 4 5 6 7 8 9 ?
VIII. ADDITIONAL COMMENTS

Use this space to highlight outstanding abilities or deficiencies. Please, be as specific as possible, including reports of critical incidents and/or outstanding performance. General remarks such as “good fellow” do not provide meaningful feedback to the fellow. For any grade of 4 or less, please provide specific comments and recommendations indicating.

_____________________________  ______________
Signature of Staff    Date

_____________________________  ______________
Signature of Fellow    Date