

DEPARTMENT OF ORTHOPAEDICS AND REHABILITATION
PROCEDURES FOR ANNUAL REVIEWS OF TENURED FACULTY MEMBERS
Draft 11-29-11

PURPOSES

The purposes of the annual review are to:

1. Provide faculty with an opportunity to review, assess and discuss their clinical, teaching, research and administrative activities with the departmental executive officer.
2. To discuss and develop the faculty member's plans for the the future.
3. To discuss and develop the future directions of the department.

PROCEDURE

The Department of Orthopaedics and Rehabilitation procedure for annual reviews of tenured faculty members are as follows:

1. The review will take place between the departmental executive officer and the faculty member.
2. Reviews will be performed annually.
3. The review will consider the faculty member's participation in general departmental responsibilities as well as their specific clinical, teaching, and research activities as agreed upon by the departmental executive officer and the individual faculty member.
4. The departmental executive officer will prepare a written summary of the annual review.
5. The faculty member will have the opportunity to review and respond to the written summary of the annual review.
6. Each faculty member will provide the departmental executive officer with a current CV and a brief summary of the faculty member's plans for the next year.

GENERAL DEPARTMENTAL RESPONSIBILITIES

Faculty members will:

1. Ensure that patients receive the highest quality of care (clinical responsibilities do not apply to non-physician faculty members).
 - a) Continually work to improve their clinical skills.
 - b) Support efforts of other faculty to improve their skills and clinical services.
 - c) Be available for treatment of patients within the faculty member's areas of special expertise.
 - d) Communicate with referring physicians

- e) Ensure patient's safety and participate in departmental and institutional patient safety and quality improvement programs.
 - f) Be on time for clinics and operating room responsibilities.
 - g) Fulfill call coverage responsibilities which are departmental responsibilities which include general trauma call, day call, OR back up and, when appropriate for a faculty member, specialty call.
 - h) Participate in the coverage of clinical services at the Veterans Health Center.
 - i) Complete and sign operative and clinic notes. Clinic and operative notes should be dictated the day of service and signed within 6 days.
2. Teach residents, medical students, fellows, graduate students and allied health personnel.
- a) Treat all students, residents, faculty, fellows and allied health students with respect.
 - b) Provide consultation and individual teaching for learners.
 - c) Demonstrate the highest standards of professionalism.
 - d) Participate in specialty team clinical conferences and when appropriate research conferences.
 - e) Participate in monthly departmental conferences, in particular, morbidity and mortality conferences and grand rounds.
3. Fulfill departmental and administrative responsibilities
- a) Support departmental, academic and clinical programs
 - b) Participate in resident recruitment and evaluation
 - c) Participate in faculty meetings
 - d) Participate, when appropriate, in departmental collegiate and institutional committees.
 - e) Manage expenses including travel and funded research, computers and overtime for support personnel.
 - f) Participation in departmental specialty conferences including Senior Residents Days, Alumni Meeting and appropriate specialty lectures.

CRITERIA FOR EVALUATION OF CLINICAL SERVICE

1. Revise and improve quality assurance, patient safety and risk management procedures, and participate in the departmental projects to improve patient safety and quality of care.
2. Master clinical skills as evidenced by being a regional source of referral, invitations to participate in practice guideline committees and external program reviews, and invitations to consult for other specialty groups or agencies.
3. Develop new clinical procedures and therapies or participation and improvement in health care delivery systems.

4. Complete of all clinic and operative notes on the day of service and signing all notes within 6 days of service.
5. Maintain a full and unrestricted license to practice in the State of Iowa.
6. Maintain current eligibility and appropriate credentials for clinical practice in the University of Iowa Hospitals and Clinics.
7. Abide by policies and bylaws in the Carver College of Medicine Faculty Practice Plan.
8. Successfully complete and the ongoing professional practice evaluation (OPPE) to include 100% attendance at M & M conference, improving length of stay to the stated benchmark, written review of deaths within 30 days of surgery, readmission within 30 days of surgery and return to surgery within 30 days of surgery.

CRITERIA FOR EVALUATION OF CLINICAL SCHOLARSHIP

1. Publication of two or more peer reviewed articles in areas relevant to the faculty member's clinical practice.
2. Development of educational materials and focused experiences for residents, fellows and medical students.
3. Serve as reviewer for specialty appropriate journals including the Iowa Orthopaedic Journal.

CRITERIA FOR EVALUATION OF TEACHING

1. Rating of always or nearly always on the 12 criteria for faculty clinical practice and teaching completed by the residents.
2. Excellent or optimal resident evaluations of the nine criteria for professionalism including teaching, departmental responsibilities and interpersonal skills.
3. Excellent or outstanding evaluations by medical students for teaching programs.
4. Development of new educational programs and participation in departmental educational programs for residents, fellows, students and allied health personnel.
5. Participation in Visiting Professorships and Lecturers
6. Participate in 75% or more of specialty team conferences and departmental conferences including M&M and Grand Rounds Conferences

CRITERIA FOR SCHOLARSHIP

1. A record of peer reviewed publications that demonstrate evidence of originality as an investigator.

2. Mentorship roles in helping younger faculty, residents, fellows and others develop research projects.
3. Participation in medical student and resident research projects (one or more each year).
4. Extramural support for research program.
5. Service on review panels for research grants and abstracts submitted for professional and scientific meetings.

CRITERIA FOR ACADEMIC AND ADMINISTRATIVE SERVICE

1. Participation in 75% or more departmental faculty meetings
2. Mentoring of other faculty and trainees
3. Membership and active participation in departmental, collegiate and university committees including one or more committees each year.
4. Participation in resident recruitment, selection and evaluation, including participation in at least one combined Friday and Saturday set of resident interviews.
5. Participation in departmental and institutional initiatives to develop and evaluate new clinical services.
6. Completing 100% of the resident and medical student evaluation forms.