IOWA LUTHERAN HOSPITAL TRACK-DES MOINES
UNITYPOINT HEALTH-CENTRAL IOWA FAMILY MEDICINE RESIDENCY

Policy: Documentation of Experiences by Residents

It will be the responsibility of each resident to record his/her own experiences. This is required to document completion of the essential elements of the residency and to provide proof of experiences for future employment and credentialing. Documentation categories can be divided into curricular requirements, specific procedures and general activities.

Curricular Requirements

The curriculum and policy manuals outline activities required of all residents. There may be a block rotation requirement, a single activity such as giving a conference or a longitudinal experience such as doing a quality improvement project. The residency administrative office maintains a Graduation Checklist on each resident. These contain an outline for all required activities. Residents are asked to submit completed evaluation forms to the residency office. Everyone is encouraged to keep a copy for their record so that it will become a portfolio of experiences for the year. Promotion to the following year of training requires that all evaluation forms be complete.

Procedures

Core procedures which are expected to be learned by all residents are listed in the curriculum manual. Residents may also choose to perform optional procedures as allowed by rotation experiences. Each procedure performed is documented by the resident who will enter the procedure into the MedHub program. At the end of residency, a copy of the completed procedure log is given to the resident, a copy is kept in the resident file, and the original is kept on MedHub permanently.

Submission

All documentation needs to be submitted to the Administrative Assistant electronically. If documentation is turned in paper, the Administrative Assistant will record and return the original to the resident.

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