

**CENTRAL IOWA HEALTH SYSTEM
GRADUATE MEDICAL EDUCATION COMMITTEE**

POLICY ON ACCESS TO RESIDENT EDUCATIONAL FILES INCLUDING EVALUATIONS

I. Purpose

This policy establishes guidelines for access to resident educational files and evaluations.

II. Description

The files maintained by the residency programs contain information concerning resident performance. The files remain the property of the residency programs, are confidential and may be accessed only by (1) the program director or other individuals responsible for direction of the program; (2) the resident; (3) members of the resident evaluation committee; (4) faculty as deemed necessary by the program director and/or Director of Medical Education/Designated Institutional Official; (5) representatives of the Des Moines Area Medical Education Consortium, Inc. within the scope of their responsibilities; (6) representatives of state and federal accrediting bodies, such as the Accreditation Council for Graduate Medical Education and its representatives; and (7) state and federal officials responsible for licensing, certifying, reimbursing, or otherwise regulating or overseeing the programs.

III. Responsibilities

- A. Educational file contents shall include the application and supportive materials, the dean's letter, official school transcripts and letters of reference; all financial, attendance and vacation time records; in-training exam results; all evaluations; and records of any disciplinary proceedings.
- B. Evaluations written by the residency director will be reviewed with the residents prior to being placed in their educational files. All evaluations will be made available to the residents per their request.
- C. At the end of the resident's training a summary document will be placed in the educational file. A copy of the summary document will be reviewed with the resident prior to placement in the file.
- D. Residents may review their educational file when in the presence of the residency director or a designated individual. Residents shall not have access to the medical school dean's letter and medical school letters of reference.
- E. The residency program will maintain the educational files in a manner that will guarantee their confidentiality and limit access.
- F. Residents shall not have access to information in any educational file other than their own except when functioning in faculty committees and access is deemed necessary.
- G. Photocopying of the educational files is not permitted.

- H. Following completion of the residency, the residency office shall maintain the educational files.
- I. Former residents wishing to review their own inactive educational files may do so in the presence of the Director of Medical Education/Designated Institutional Official or his/her designee.
- J. Records will be maintained and retained per the schedule included in the GMEC Policy on the Retention and Protection of Resident Records.

IV. Release of Information

- A. Information in the files will not be released to any person without the written consent of the resident except those individuals identified in paragraph II. Description of this policy.
- B. For residents' credit and employment purposes, the residency program need only provide information verifying the resident's employment including dates of employment, job title and salary information after the resident has provided consent in writing.
- C. For medical staff privileging purposes, the residency program will verify a resident's training period and experience when requested by an authorized institution.