

UNIVERSITY OF CALIFORNIA, DAVIS
CARDIOTHORACIC SURGERY RESIDENCY



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SANTA BARBARA • SANTA CRUZ

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[Insert Date]

Re: [YEAR] Bi-Annual [Spring/Fall] Review

Dear Dr. XXX

Recently you and I met for your [YEAR] Bi-Annual [Spring/Fall] Review. Thank you for providing me with this Self-Assessment. In it you stated that your structured reading program consists of [weekly core curriculum, Clinical Scenarios, Key Questions in Cardiac Surgery].

Other notable elements of your Self-Assessment are as follows:

- You plan on attending the [eg: Medtronic (virtual) webinars].
- You participated in the following extramural educational programs/meetings:

○

Overall you rate your own clinical performance as [eg: poor,good, adequate, excellent].

One thing you think you do well is [eg: being proactive, good clinical skills].

One thing you would like to do better is [eg: improve upon your surgical technique, balancing clinical duties and finding time for research].

One thing you feel the program does well is [eg: listening to resident feedback/concerns].

If you could change something, it would be [eg: achieving surgical milestones throughout training].

Your quality improvement/patient safety project this year is XXX.

We discussed your research project XXX.

Your case logs are up to date and we reviewed your operative experience.

We reviewed your work hours.

We reviewed your TSDA In-Training Examination scores. You scored an overall percentile ranking of XX%, which is up from xx% the previous year, and compared to other PGY X residents, percentile of XX%, up from XX%. The goal is to keep your scores above 35% percentile for your PGY level, with a target score percentile of 70% for your PGY level. We discussed that the ITE is not a high-stake exam but is used to identify areas for education improvement. Your results identified XXXX as areas in which to improve.

The Clinical Competence Committee recently met. This is done in order to advise the program director regarding each resident's progress.

Various elements of resident performance were evaluated in detail including:

- Resident evaluations
- Case Logs
- Procedure Logs
- In-training Examination results
- Determine each resident's/fellow's progress in achievement of the specialty-specific Milestones

Regarding your evaluations, they are for the most part [favorable/unfavorable and we reviewed the unfavorable evaluations at a separate meeting].

We reviewed your Thoracic Surgery Milestones. Regarding your Thoracic Surgery Milestones, you are for the most part [on target/ahead/behind] for your PGY level.

About other discussions topics, we discussed [your career plans].

Your faculty mentor is Dr. XXXX and your last meeting with her was on XXXX
Dr. XXX is your research mentor, and we last met in this role on XX

Sincerely,

A handwritten signature in black ink, appearing to read "Raff", written over a horizontal line.

GARY WAYNE RAFF, M.D.
PROFESSOR OF SURGERY
Chief, Pediatric Cardiothoracic Surgery
Integrated Thoracic Surgery Residency
Program Director