

Recommendations and Requirements for Evaluation and Feedback Management
 PEC Subcommittee on Evaluation and Feedback
 April 2015

Topic	Recommended (Optimal)	Minimum Required
Access to written evaluation and feedback information	All feedback and evaluation forms are delivered to the trainee and trainee acknowledges receipt.	Trainee can access written evaluation and feedback forms without Program Director or coordinator involvement.
Identity of Evaluator	Evaluator name is displayed on evaluation and feedback form	Author name is not displayed on the evaluation and feedback form but it can be determined by the Program Director

†**Evaluation** refers to a judgment of performance and may consist of numerical scores or written comments

†**Feedback** refers to comments written in an effort to help the trainee improve performance. Written feedback is in addition to the in-person verbal feedback that trainees must also receive from supervising faculty members