Completing the Semi-Annual Resident Evaluation  
for the Clinical Competency Committee  
Office of Graduate Medical Education  
November 2013

- Go to Evaluations >>> To Be Completed
- Find the pre-populated resident evaluation you would like to complete and click Edit Evaluation  
  *(It should say CCC - Semi Annual & there will be one semi-annual evaluation for each of the program's trainees)*
- When the evaluation opens click the link labeled Click to Reset Pre-Populated Answers. This will refresh the form to include any source evaluations that have been completed since the semi-annual evaluation was generated.
Click the Previous Answers Average link under each sub-competency to see data from source questions that are linked to each sub-competency.

When you have determined the resident’s level for the sub-competency, click the radio button under the appropriate level and enter any comments into the Comments box.

Once levels have been assigned for each sub-competency, click the Submit button at the bottom of the form.

Select the next evaluation from the queue and repeat the process for each resident.