



How to Evaluate Your Fellows Using the Program Portal

Days remaining to complete evaluations.

Begin your evaluations here.

The screenshot shows the ABP Program Portal dashboard for Suzanne Woods, MD. The Fellowship Evaluation section displays a progress bar with 70 days remaining, 3 evaluations to do, 0 to approve, and 1 done. A sidebar on the right contains links for ABP Communications, Trainee Operations, Documents and Resources, Score Reports, and Help and Policies. The main content area includes the Pediatric Infectious Diseases Training Program details, a list of current fellows (7), a pie chart showing evaluation status (1 F-1, 2 F-2, 4 F-3), and a section for recent score reports and the 2020 Subspecialty In-Training Examination.

Start your evaluations here!

List of evaluations left to complete.

Remember: While Program Coordinators can help with these evaluations, only Program Directors are responsible for reviewing, approving, and submitting!

Your completed evaluations and your progress.

Evaluations left to approve.

The screenshot shows the Fellowship Evaluation table with columns for To Do, To Approve, and Done. The To Do column lists three evaluations: F-2 Hicks, Kenny; F-2 Rollins, Willie; and F-3 Hess, Callan. The To Approve column shows 'No Evaluations To Approve'. The Done column shows one completed evaluation: F-1 Hines, Karla. A progress bar at the bottom indicates 1/4 completed.

Within each trainee evaluation, you'll simply follow the prompts.

Hicks, Kenny H. - 07/07/2019 to 07/06/2020 [Back to Dashboard](#)

1 Verify Trainee Information

☐ Yes, this is correct ☐ No, this is not correct

Level: F-2
Dates of Training: 07/07/2019 to 07/06/2020

Prior Pediatric Infectious Diseases Training

Level	Start	End	Credit	Professional	Clinical
1	07/07/2018	07/06/2019	12	Satisfactory	Satisfactory

Step 1: Verify their information is correct. If not, go to your roster, choose the trainee, update their info, and return to their evaluation.

Hicks, Kenny H. - 07/07/2019 to 07/06/2020 [Back to Dashboard](#)

2 Evaluate Clinical Performance for this Trainee

☐ Satisfactory ☐ Marginal ☐ Unsatisfactory

Step 2: Evaluate their Clinical Performance. You can choose between Satisfactory, Marginal, or Unsatisfactory.

Hicks, Kenny H. - 07/07/2019 to 07/06/2020 [Back to Dashboard](#)

3 Evaluate Professional Performance for this Trainee

☐ Satisfactory ☐ Unsatisfactory

Step 3: Evaluate their Professional Performance. You can choose between Satisfactory and Unsatisfactory.

Hicks, Kenny H. - 07/07/2019 to 07/06/2020 [Back to Dashboard](#)

4 Identify Scholarly Oversight Committee (SOC) Members

The ABP suggests that an SOC be established for each fellow by the start of the second year of fellowship. Please enter or update the names and email addresses of this trainee's SOC.

Committee Member #1	Email address
Committee Member #2	Email address
Committee Member #3	Email address
(member outside of discipline)	

Step 4: Enter information for trainee's Scholarly Oversight Committee. You'll need their names and email addresses.

Hicks, Kenny H. - 07/07/2019 to 07/06/2020 [Back to Dashboard](#)

Trainee Evaluation Done

Trainee: Hicks, Kenny
Level: F-2
Dates of Training: 07/07/2019 - 07/06/2020
Clinical Evaluation: Satisfactory
Professionalism Evaluation: Satisfactory
Status: Full Time
Credit: 12 months
Promoted: Yes

☐ Trainee leaving your program? If this trainee is leaving your program, click here and follow the instructions provided.

[Next Trainee](#) [Exit](#)

Step 5: Review all information before submitting. You can then choose to move on to the next trainee evaluation or Exit.