

Section 3	Evaluation and Assessment Processes	Effective:	July 2005
		Revised:	February 2014, May 2014, February 2015, August 2017
Policy 3.5.	Program Evaluation Committee and Annual Program Evaluation	Responsibility:	Designated Institutional Official

**Program Evaluation Committee (PEC) and Annual Program Evaluation (APE)**

Policy	<p>The ACGME requires that all GME programs implement formal processes of program curriculum planning and program evaluation. It is the responsibility of the Program Director to appoint a <b>Program Evaluation Committee (PEC)</b>, which is to participate actively in both aspects of the program.</p> <p><b>PEC membership</b> – The Program Evaluation Committee must be composed of at least <u>three program faculty members (in addition to the Program Director and/or Associate Program Director)*</u> and should include at least <u>one resident</u> (unless there are currently no trainees in the program); <u>must have a written description of its responsibilities</u> (please see the Responsibilities of the Program Evaluation Committee (PEC) template attached to this policy).</p> <p>*Faculty members of the PEC must be either core or key faculty (as defined by the ACGME Specialty Specific Program Requirements) or faculty responsible for a significant curricular component of the program.</p> <p><b>PEC meeting frequency</b> - The PEC must meet <u>at least annually</u> to conduct the APE. However, more frequent meetings are recommended to facilitate a process of continuous program improvement.</p> <p><b>PEC responsibilities</b> – the PEC is required to participate actively in the following:</p> <ul style="list-style-type: none"> <li>• Program planning, developing, implementing, and evaluating educational activities of the program</li> <li>• Reviewing and making recommendations for revision of competency-based curriculum goals and objectives</li> <li>• Addressing areas of non-compliance with ACGME standards; and</li> <li>• Reviewing the program annually using evaluations of faculty, residents, and others, as specified below.</li> <li>• Documentation of formal, systematic evaluation of the curriculum at least annually, and</li> <li>• Preparation of a written <b>Annual Program Evaluation (APE)</b>. This report will be formulated using a template in New Innovations.</li> </ul>
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- Submit the APE to the GME Office for review by the Compliance and Accreditation Standing Committee of the GME Committee.

**APE parameters** – essential specific parameters to be monitored, tracked, and incorporated into the APE include all of the following:

- Program goals and objectives
- Resident performance
- Faculty development
- Graduate performance, including performance on the certification examination
- Program quality – as assessed by residents' confidential written evaluations of the program (at least once/year), faculty members' confidential written evaluations of the program (at least once/year), and other program evaluation results
- Supervision, transitions of care and progressive responsibility
- Wellness initiatives
- Policies, protocols and procedures
- Previous years APE and Action Plans
- If applicable, Periodic Program Review Report and Action Plan or Special Review Report and Action Plan
- When new deficiencies are identified, or prior deficiencies are noted to recur, the group should prepare an explicit plan of action

**PEC documentation** – the written work product of the PEC includes the following:

- APE report (New Innovations)
- Meeting minutes - Minutes of PEC meetings should be documented. Please see the Program Evaluation Committee (PEC) Minutes template attached to this policy
- Documentation of faculty/resident review of Action Plan - The PEC minutes and action plan should be reviewed and approved by the teaching faculty and documented in faculty meeting minutes. It is suggested that the action plan be reviewed with the residents and appropriate staff

# Annual Program Evaluation (APE)

## Minutes & Action Plan

Program

Date

Date of the APE meeting:

Date Minutes & Action Plan were reviewed and Approved by teaching faculty:

Please attach the minutes of the meeting where the Minutes & Action Plan were reviewed and approved.

Academic Year reviewed:

Faculty Members of the PEC in attendance:

Resident/Fellow Members of the PEC in attendance:

Other Members of the PEC in attendance:

### **Question 1: Program description**

Provide a brief description of your residency/fellowship program, as you would to an applicant or a prospective faculty member. Discuss any notable information about this program. (Maximum 250 words)

### **Question 2: Program aims**

Based on information gathered and discussed during the APE, what are the program's aims? (Maximum 150 words)

### **Question 3: Program activities to advance the aims**

Describe current activities that have been or are being initiated to promote or further these aims. (Maximum 250 words)

Areas reviewed:

- Resident performance  
Supporting documents:
  
- Faculty development  
Supporting documents:
  
- Graduate performance  
Supporting documents:
  
- Program quality  
Supporting documents:
  
- Supervision, transitions of care and progressive responsibility  
Supporting documents:
  
- Wellness initiatives:  
Supporting documents:
- Policies, Protocols & Procedures  
Supporting documents:

# SWOT Analysis

Strengths

Weaknesses

Opportunities

Threats

## Action Plan

Item	Strategy	Resources	Timeline	Evaluation
Preservation Goals (Strengths)				
Elimination Goals (Weaknesses)				
Achievement Goals (Opportunities)				
Avoidance Goals (Threats)				

## Responsibilities of the Program Evaluation Committee (PEC)

The **PROGRAM** Program Evaluation Committee (PEC) will participate in:

- planning, developing, implementing, and evaluating educational activities of the program;
- reviewing and making recommendations for revision of competency-based curriculum goals and objectives;
- addressing areas of non-compliance with ACGME standards; and,
- reviewing the program annually using evaluations of faculty, residents, and others, as specified below.

The PEC will be composed of **NUMBER** faculty and **NUMBER** residents. The PEC will document formal, systematic evaluation of the curriculum at least annually, and is responsible for rendering a written and Annual Program Evaluation (APE).

The PEC will monitor and track each of the following areas:

- resident performance
- faculty development
- graduate performance, including performance of program graduates on the certification exam;
- program quality (residents and faculty must have the opportunity to evaluate the program confidentially and in writing at least annually, and the program must use the results of residents' and faculty members' assessments of the program together with other program evaluation results to improve the program);

## Responsibilities of the Program Evaluation Committee (PEC) Template

- supervision, progressive responsibility and transition of care;
- wellness initiatives;
- policies, protocols and procedures; and
- progress on the previous year's action plan.

The PEC will meet annually, at a minimum, and will communicate as appropriate with the PROGRAM Clinical Competency Committee (CCC) about resident Milestone performance trends that are indices of program quality.

The PEC will keep minutes of all meetings using the template provided by the GME Office.