

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

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

Policy 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 **Program Evaluation Committee (PEC)**, which is to participate actively in both aspects of the program.

PEC membership – The Program Evaluation Committee must be composed of at least two program faculty members* and should include at least one resident (unless there are currently no trainees in the program); must have a written description of its responsibilities (please see the Responsibilities of the Program Evaluation Committee (PEC) template attached to this policy).

*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.

PEC meeting frequency - The PEC must meet at least annually to conduct the APE. However, more frequent meetings are recommended to facilitate a process of continuous program improvement.

PEC responsibilities – the PEC is required to participate actively in the following:

- Program 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.
- Documentation of formal, systematic evaluation of the curriculum at least annually, and
- Preparation of a written **Annual Program Evaluation (APE)**. This report will be formulated using a template in New Innovations.

- Submit the APE to the GME Office for review by the Compliance and Accreditation Subcommittee 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.
- Previous APE and Action Plan
- 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:

- 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)				