

## **Program Evaluation Committee/Annual Program Evaluation**

A Residency Program, through the Program Evaluation Committee (PEC), must document formal, systematic evaluation of the curriculum at least annually, and is responsible for preparing a written Annual Program Evaluation (APE) report.

### **PEC:**

#### Responsibilities:

- Planning, developing, implementing and evaluating educational activities
- Reviewing, and making recommendations for revision of competency-based curriculum goals and objectives
- Addressing areas of non-compliance with ACGME standards
- Reviewing the program annually
- Preparing an annual action plan to document initiatives to improve performance
- Delineating a how initiatives will be measured and monitored
- Preparation of the APE to be submitted to the GME office for revision

#### Membership:

- Include at least 2 faculty members, (the PD may be one of the 2)
- Include at least 1 resident

### **APE:**

#### Reviews:

- Program Demographics
- Most recent ACGME letter of notification
- Match results
- Program goals and objectives
- Program quality
  - In-Training scores
  - Case/Procedure logs
  - Residents careers
  - Graduate performance on certifying examination
  - Residents evaluations of the program
  - Scholarly activity
  - Attrition rates
- Resident and Faculty ACGME survey
- Faculty development
  - Program/Institution sponsored
  - Participation in local/regional/national meetings
- Progress on previous action plans

The PEC must prepare a written action plan with the information gathered during the APE that documents initiatives to improve performance in areas identified as well as delineate how they will be measures and monitored. The action plan should be reviewed and approved by the teaching faculty and documented in minutes.