



## Annual Program Evaluation

**Effective:** July 1, 2018  
**Reviewed by GMEC:** February 13, 2018  
**Initial Approval by GMEC:** February 24, 2010

### Statement

Representative personnel from the Residency Program will be organized as a Program Evaluation Committee. This group will annually evaluate the program's goals and objectives and the effectiveness with which the curriculum has achieved those objectives. This evaluation will take place between April and June of each academic year. The meeting(s) of the Program Evaluation Committee will be documented in the form of written minutes and the group will prepare an Annual Program Review Report (i.e. written plan of action).

The action plan will be presented to the program teaching faculty for their review and approval. The presentation and approval will be documented in the faculty meeting minutes. Furthermore, the Annual Program Evaluation report will be submitted to the GME office by July 31 of each academic year.

### Associated Policy(ies)

*None*

### Responsible Positions (Title)

GME Office  
Program Coordinators  
Program Directors

### Equipment Needed

APE Template in New Innovations  
Annual Timeline Requirements

### Procedure Steps, Guidelines, Rules, or

#### Reference The Program Director will:

- Appoint the Program Evaluation Committee to include
  - At least two (2) program faculty
  - At least one program resident
- Provide a written description of the committee's responsibilities
- Establish and announce the date of the review meeting (between April-June of the AY)
- Identify an administrative coordinator to assist with organizing the data collection, review process, and report development
- Obtain the necessary evaluations and other information necessary for the Annual Program Evaluation and provide it to the committee.

#### The Program Evaluation Committee will participate actively 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
- Reviewing the program annually using evaluations of faculty, residents, and others, as deemed necessary

#### At the time of the meeting(s), the Committee will consider:

- The most recent Annual Program Evaluation and progress on the previous year's action plan(s)

- The ACGME Common, specialty/subspecialty-specific Program, and Institutional Requirements in Effect at the time of the evaluation;
- Residency program competency-based curriculum goals and objectives
- The most recent accreditation letters of notification from previous ACGME reviews and progress Reports sent to the respective Review Committees;
- Progress toward correction of ACGME citations
- Annual performance data provided by the ACGME;
- Results from internal or external resident/fellow, faculty and patient surveys;
- Faculty members' annual confidential written evaluations of the program
- Residents' annual confidential written evaluations of the program and faculty
- Resident/fellow performance and outcomes assessment, as evidenced by:
  - Performance of program graduates on the certification examination
  - Aggregated data from general competency assessment
  - In-training examination performance
- Faculty development needs and effectiveness of faculty development activities during the past year
- Reports from previous GMEC Special Reviews of the program; if any;
- Any other issues that might come before the panel

As a result of the information considered and subsequent discussion, the Committee will prepare and document an Annual Program Evaluation Report. The report will:

- a. Provide an explicit plan of action to address identified program deficiencies, particularly RRC Citations
  - Include initiatives to improve performance in one or more of the following areas
    - Resident performance
    - Faculty development
    - Graduate performance, including performance of program graduates on the certification examination
    - Program quality
  - Delineate how these initiatives will be measured and monitored (per CPR V.C.3)
  - Make recommendations for improving the residency program, through enhancement of identified strengths

The final report (using the PH GME template) will be approved by the Committee, reviewed and approved by the program's teaching faculty, and documented in faculty meeting minutes. This final report and action plan will be submitted to the GME Office no later than July 31.

A GME office review of the Committee's final report and action plan will be conducted and determination for need of a Special Review may be made at that time. *See GMEC Special Review Policy.* Central findings and recommendations from the report, action plan, and (if deemed necessary) a Special Review will be provided to GMEC on an annual basis.

## References

ACGME Common Program Requirements V.C.2-3