Section 3  Evaluation and Assessment Processes  Effective:  July 2005

Policy 3.5.  Program Evaluation Committee and Annual Program Evaluation  Revised:  February 2014, May 2014

Policy 3.5.  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 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.
Responsibilities of the Program Evaluation Committee (PEC)

Template

The **INSERT PROGRAM** Program Evaluation Committee (PEC) 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; and,
- reviewing the program annually using evaluations of faculty, residents, and others, as specified below.

The PEC will be composed of **INSERT NUMBER** of faculty and **INSERT NUMBER** of 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 examination;
- 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);
- progress on the previous year’s action plan(s).

The PEC will meet **INSERT FREQUENCY** 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 the all meetings.
Program Evaluation Committee (PEC) Minutes

Template

| Date of Meeting: |
| Date Minutes and Action Plan presented to Faculty: |
| Date Minutes and Action Plan presented to Residents: |

Faculty Members:

Resident Members:

Resident Performance

Faculty Development

Graduate Performance

Program Quality

Action Plan

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<th>Strategy</th>
<th>Resources</th>
<th>Timeline</th>
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