Annual Program Evaluation (APE)

Protocol

Effective September 1, 2014

According to the ACGME Common Program Requirements, section V.C.2., the program, through the Program Evaluation Committee (PEC), must document formal, systematic evaluation of the curriculum at least annually, and is responsible for rendering a written Annual Program Evaluation (APE).

In addition, the program must monitor and track each of the following areas: resident performance; faculty development; graduate performance, including performance of program graduates on the certification examination; and program quality.

The PEC must prepare minutes and a written plan of action (See required Annual Program Evaluation Minutes (APE) and Action Plan template in Appendix A) to document initiatives to improve performance as well as delineate how they will be measured and monitored. The action plan should be reviewed and approved by the teaching faculty and documented in meeting minutes.

The APE Process (See sample timeline in Appendix B)

Programs will be assigned a date by which the program component APE process must be complete. This specific assigned date will recur yearly to facilitate long-term planning. The multi-step process is outlined below:

1. The program will receive a reminder notification of the due date for completion of the program component of the APE process.*
2. The program must update ADS.
3. The program completes the APE form in New Innovations.
4. The PEC conducts the APE Meeting.
5. The program submits the Annual Program Evaluation Minutes and Action Plan (through New Innovations) by the assigned due date.
6. The GMEC Compliance & Accreditation Subcommittee will review the APE materials (see description below under APE Materials) and either:
   a. Accept
   b. Ask for clarification/additional documentation
   c. Determine the need for a Special Program Review (SPR)
7. A templated summary report created by the GMEC Compliance and Accreditation Subcommittee is presented to the GMEC.
8. Program leaders meet with GME Faculty for debrief (core programs, only).
APE Materials

At a minimum, the following materials (documenting resident performance, faculty development, graduate performance and program quality) should be reviewed as part of the program component of the APE process:

- Completed New Innovations Annual Program Evaluation form
- Most recent ACGME Letter of Notification
- Most recent ACGME Resident and Faculty Survey summaries
- Core faculty development activities
- Previous Annual Program Evaluation Minutes and Action Plan
- Milestone patterns/trends suggesting the need for faculty development or curricular revision

Program APE Meeting

The program APE meeting should be conducted by the PEC within 90 days of the due date for completion of the program component of the APE process. The format for the meeting must be a SWOT (strengths, weaknesses, opportunities and threats) analysis of the program based on the materials provided and the participants’ knowledge of the program’s activities and processes.

<table>
<thead>
<tr>
<th>Do you have it?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you want it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Strength</td>
<td>Opportunity</td>
</tr>
<tr>
<td>No</td>
<td>Weakness</td>
<td>Threat</td>
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APE Action Plan

An action plan must be created from the results of the SWOT analysis and documented using the Annual Program Evaluation (APE) Minutes and Action Plan template. The action plan must
be reviewed and approved by the teaching faculty and documented in meeting minutes of a faculty meeting. The action plan should be distributed to all residents/fellows.

**GMEC Oversight**

The GMEC Compliance & Accreditation Subcommittee will review the APE materials and *Annual Program Evaluation (APE) Minutes and Action Plan* at its monthly meeting as designated by the GME Program Oversight Calendar and either:

- a. Accept as submitted  
- b. Ask for clarification/additional documentation  
- c. Determine the need for a Special Program Review (SPR)

A templated summary report will be created and presented by the GMEC Compliance and Accreditation Subcommittee to the GMEC.

*The month that completed Annual Program Evaluation Minutes and Action Plan must be submitted to the GME Office is predetermined and illustrated on the table in Appendix C.*
Appendix A

Sample Timeline for APE Process

Program with an “April” assignment on the table in Appendix C

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>1/1/2015</td>
<td>1. The program will receive a reminder notification of the due date for completion of the program component of the APE process.</td>
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<tr>
<td></td>
<td>2. The program must update ADS.</td>
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<td></td>
<td>3. The program completes the APE form in New Innovations.</td>
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<td></td>
<td>4. The PEC conducts the APE.</td>
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<tr>
<td>4/1/2015</td>
<td>5. The program submits the Annual Program Evaluation Minutes and Action Plan (through New Innovations) by the assigned due date.</td>
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<tr>
<td>4/27/2015</td>
<td>6. The GMEC Compliance &amp; Accreditation Subcommittee will review the APE materials.</td>
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<td>5/12/2015</td>
<td>7. A report created by the GMEC Compliance and Accreditation Subcommittee is presented to the GMEC.</td>
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<td></td>
<td>8. Program leaders meet with GME Faculty for debrief (core programs, only)</td>
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</table>
Appendix B

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:

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Strategy</th>
<th>Resources</th>
<th>Timeline</th>
<th>Evaluation</th>
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</thead>
<tbody>
<tr>
<td>Preservation Goals (Strengths)</td>
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<tr>
<td>Elimination Goals (Weaknesses)</td>
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<tr>
<td>Achievement Goals (Opportunities)</td>
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<tr>
<td>Avoidance Goals (Threats)</td>
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Appendix C

GMEC Program Oversight Calendar