TITLE: Program Evaluation Committee

PURPOSE: To provide ACGME accredited GME programs details in conducting an annual program review and guidelines for submitting the Annual Program Evaluation report.

POLICY STATEMENT: GME residency and fellowship programs must have a Program Evaluation Committee (PEC) that functions in compliance with both the common program and program-specific requirements and oversees curriculum development and program evaluations for its respective GME program.

PROCEDURE: Residency/Fellowship GME program directors must appoint the PEC. Each PEC must be composed of at least two program faculty members and one resident/fellow (unless the GME program lacks a resident/fellow). Faculty members may include physician and non-physicians core faculty members identified in ACGME Accreditation Data System. The PEC membership may include the residency/fellowship program administrator where appropriate.

Each PEC must have a written description of its responsibilities. At a minimum, the PEC must meet at least annually even if there are no residents/fellows enrolled in the training program and meeting minutes must be taken. The PEC responsibilities are to:

- Plan, develop, implement, and evaluate educational activities of the program;
- Review and make recommendations for revision of competency-based curriculum goals and objectives;
- Evaluate the quality of the clinical learning environment in the following area:
  - Patient safety;
  - Health care quality;
  - Care transitions;
  - Supervision;
  - Duty hours, fatigue management and mitigation; and
  - Professionalism.
- Review the effectiveness of the program using annual program evaluations submitted by faculty, residents/fellows, and others;
- Monitor and track each of the following:
  - Resident performance;
  - Faculty development;
  - Graduate performance, including performance on certifying examinations;
  - Program quality; and
  - Progress in achieving previous year’s action plan.
- Address areas of non-compliance with ACGME standards; and
- Submit the Annual Program Evaluation (APE) report.
  - The program director is responsible for submitting the APE form in New Innovation no later than September 30.

The program director is ultimately responsible for the work of the PEC. The program director must assure the annual action plans are reviewed and approved by the program’s teaching faculty. The approval must be documented in the meeting minutes. The program’s action plans and report of the program’s progress on initiatives from the previous year’s action plans must be submitted via New Innovations APE form.
MONITORING PLAN: The GMEC must annually review all ACGME accredited programs APE reports and determine if a program requires a Special Review. Data collected from the APE reports will be used in the Annual Institutional Review report.

DEFINITIONS: NA

RELATED POLICIES: ACGME GME Residency and Fellowship GMEC Special Review Process and GMEC Annual Institutional Review Process

REFERENCES: ACGME Institutional Requirements I.B. and ACGME Common Program Requirements V.B.

REVIEWERS: Karen Miller, Dir GME

OWNER: Karen Miller, Dir GME

APPROVING OFFICIAL: Mark Levine MD, GMEC