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	<b>PROGRAM EVALUATIONS</b>		Effective Date:	April, 2015
		Reviewed:		

**POLICY:**

All ACGME programs are to establish a Program Evaluation Committee (PEC) to participate in the development of the program's curriculum and related learning activities, to annually evaluate the program to assess the effectiveness of the curriculum, and to identify actions needed to foster continued program improvement and correction of areas of non-compliance with ACGME standards. All non ACGME certified programs must have an equivalent evaluation procedure.


**PROCEDURES:**

1. Each GME program will have a PEC with a structure that meets the ACGME requirements:
  - a. The PEC is appointed by the Program Director.
  - b. Membership must be composed of at least two program faculty members and at least one resident.
2. Functions of the PEC:
  - a. Plan, develop, implement and evaluate the educational activities of the program.
  - b. Review and make recommendations for revision of competency-based curriculum goals and objectives.
  - c. Address areas of non-compliance with ACGME standards and requirements.
  - d. Review the program annually using evaluations of faculty, and residents.
  - e. Prepare a written plan of action to document initiatives to improve performance in one or more of the areas listed below (3.a.) as well as delineate how the action plans will be measured and monitored.
3. Annual Program Evaluation (APE)
  - a. The annual program evaluation will be conducted in the spring of each year, unless scheduled for other programmatic reasons.
  - b. Additional meetings may be scheduled, as needed, to continue to review data, discuss concerns and other potential improvement opportunities and to make recommendations. Written minutes will be taken of all meetings.
  - c. The program must monitor and track each of the following areas:
    - i. Program quality
      1. Residents and faculty must have the opportunity to evaluate the program confidentially and in writing at least annually
      2. The program must use the results of residents and faculty member's assessments of the program together with other program evaluation results to improve the program.
    - ii. Resident performance
    - iii. Faculty development
    - iv. Graduate performance, including performance of program graduates on the certification examination
    - v. Progress on the previous year's action plan
  - d. The report must be reviewed and approved by the teaching faculty and documented in meeting minutes.

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- e. The report must be presented to the GMEC annually by the Program Director for approval of action plans.

Reference: ACGME Common Program Requirements: September 29, 2013

  
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 Signature

Chief Medical Officer  
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 Title