New Program Director Workshop

The Program Evaluation Committee and the Annual Program Evaluation

February, 2015

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Chair, RC-Internal Medicine
Conflict of Interest

- No conflicts to report
Program Evaluation Committee

V.C.1. The program director must appoint the Program Evaluation Committee (Core)

V.C.1.a) The Program Evaluation Committee:

V.C.1.a).(1) must be composed of at least two program faculty members and should include at least one resident; (Core)

V.C.1.a).(2) must have a written description of its responsibilities; and, (Core)

ACGME Common Program Requirements
Approved: February 7, 2012; Effective: July 1, 2013
Approved focused revision: June 9, 2013; Effective: July 1, 2013
V.C.1.a).(3) should participate actively in:

V.C.1.a).(3).(a) planning, developing, implementing, and evaluating educational activities of the program; (Detail)

V.C.1.a).(3).(b) reviewing and making recommendations for revision of competency-based curriculum goals and objectives; (Detail)

V.C.1.a).(3).(c) addressing areas of non-compliance with ACGME standards; and, (Detail)

V.C.1.a).(3).(d) reviewing the program annually using evaluations of faculty, residents, and others, as specified below. (Detail)
V.C.2. The program, through the PEC, must document formal, systematic evaluation of the curriculum at least annually, and is responsible for rendering a written and **Annual Program Evaluation.** (Core)
Summary

- You should review your program annually, and document such
- You cannot and should not attempt to do all this work yourself
  - Create committee
- Call the committee the “Program Evaluation Committee”
- None of these concepts is a new thing to PD’s or almost all programs
Any questions?

Just kidding, I will continue…..
The program must monitor and track each of the following areas:

V.C.2.a) resident performance; (Core)
V.C.2.b) faculty development; (Core)
V.C.2.c) graduate performance, including performance of program graduates on the certification examination; (Core)
V.C.2.d) program quality; (Core)
Program Evaluation Committee

V.C.2.d).(1) Residents and faculty must have the opportunity to evaluate the program confidentially and in writing at least annually, and (Detail)

V.C.2.d).(2) 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. (Detail)
The program must monitor and track:

V.C.2.e) progress on the previous year’s action plan(s).

(Core)
V.C.3. The PEC must prepare a written plan of action to document initiatives to improve performance in one or more of the areas listed in section V.C.2., as well as delineate how they will be measured and monitored.  (Core)

V.C.3.a) The action plan should be reviewed and approved by the teaching faculty and documented in meeting minutes.  (Detail)
The program director must:

II.A.4.g) prepare and submit all information required and requested by the ACGME; (Core)

II.A.4.g).(1) This includes but is not limited to the program application forms and annual program resident updates to the ADS, and ensure that the information submitted is accurate and complete. (Core)
PEC Function

- There are no requirements on how the PEC should carry out its duties (once, regular meetings, “split” meetings)

- The PEC or the program director may carry out the improvement plans

- The work of the PEC can go beyond meeting minimum standards
Annual Program Evaluation: Part of the Process of Ongoing Program Improvement

Annual Program Evaluation (PR V.C.)
- Resident performance
- Faculty development
- Graduate performance
- Program quality
- Documented improvement plan

AE: Annual Program Evaluation

Site Visit
Self-Study

Ongoing Improvement

Yr 0
Yr 1 AE
Yr 2 AE
Yr 3 AE
Yr 4 AE
Yr 5 AE
Yr 6 AE
Yr 7 AE
Yr 8 AE
Yr 9 AE
Yr 10 AE

AE: Annual Program Evaluation

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Annual Program Evaluation:
Part of the Process of Ongoing Program Improvement

10 year Self Study Visit:
• Exact timing TBD
• Further details will come from ACGME

AE: Annual Program Evaluation

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Local GME Committees

- Determine whether your institution has institutional policies, templates, and other resources for Annual Program Evaluation

Andolsek at al, JGME, 2010 (Duke)
Look to the Literature

The Challenge
Continuous improvement of graduate medical education programs is the objective of the Common Program Requirement for an annual program evaluation. Although guidelines outlining the who, what, and how for the evaluation are included in the Common Program Requirements, there appears to be a lack of clarity about the expectations for a thorough evaluation as “Evaluation of Program” is one of the most common citations by

RIP OUT ACTION ITEMS
The Plan-Do-Study-Act Program Evaluation Cycle:
1. PLAN:
   A. Identify problem areas noted by external

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<th>Resident Feedback</th>
<th>Faculty and Other Stakeholder Feedback</th>
<th>Frequency of Data Collection, No./y</th>
<th>Written Documentation</th>
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JGME, 2011
PEC: Composition
Unofficial Tips

- Consider the elements of diversity and representation
  - Subspecialty
  - Participating sites
  - Academic rank and seniority
  - Cultural diversity
- Be pragmatic ( = a functional committee)
- Look for volunteers
PEC Summary

- Program evaluation requirements are not new
- Specific functions in the Program Requirements
- Flexibility in carrying out duties
- The program evaluation process is based on a 10 year cycle
- Know what are the expectations and resources of your local GME Committee
- Look to colleagues and literature for ideas

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