

# UH GME Program Evaluation Committee Guidelines

For further details/requirements, please refer to the [ACGME Common Program Requirements](#) or the [Program Director's Guide to the CPR](#)

*The goal of this document is to support programs with ongoing evaluation and program improvement using outcome parameters and other data to assess the program's progress toward achievement of its goals and aims. All programs are required to have a Program Evaluation Committee. (ACGME, Common Program Requirements 2021, V.C.)*

- **Responsibility of the Program Evaluation Committee (PEC)**

- Address areas of non-compliance with ACGME requirements
- Plan, develop, implement and evaluate educational activities
- Based on prior assessments and outcomes, guide ongoing program improvement including development of new goals with measurable outcomes
- Review the program's self-determined goals and progress toward meeting them
- Review the current operating environment to identify strengths, challenges, opportunities, and threats as related to the program's mission and aims
- Review and make recommendations for revisions of competency-based curriculum goals and objectives
- Review information from the CCC regarding any challenges with assessing or achieving competency in particular milestone(s) or sub-competencies
- Create a timeline for gathering all resources to prepare for the APE and annual Accreditation Data System (ADS) submissions

- **Composition:**

- The Program Director must establish a PEC
- At least 2 faculty members should be included representing one core faculty and one resident/fellow
- The PEC Chair will act as an advisor to the Program Director (while the PD may Chair the committee, it is recommended that another core faculty member highly familiar and invested in program well-being and improvement take the lead)

- **Meeting Frequency:**

- Should meet at least annually to formally review the program for the Annual Program Evaluation (APE) and as needed to fulfill the responsibilities of the committee
- Recommend having more frequent meetings throughout the year in order to make timely adjustments and incorporate resident/fellow feedback throughout the year

- **Action Plans:**

- Include metrics and timeline for ongoing monitoring
- Incorporate feedback from ODIO APE summaries which include priority items and ongoing recommendations (i.e. CLER monitoring, Sponsoring Institution action plan priorities, etc.)
- The annual review, including the action plan, must be distributed to and discussed with the members of the teaching faculty and the residents; and be submitted to the DIO

- **Annual Program Evaluation (APE) Content:**
  - Annual Program Evaluation should address the following categories and other elements as defined in the Common Program Requirements and other priority items in the Institutional Action Plan:
  - Evaluate the program's mission/aims, strengths, areas for improvement, threats
  - Outcomes from prior APEs & progress on previous year's action plan
  - ACGME Annual Resident & Faculty Surveys; Letters of Notifications Comments
  - Program Curriculum
  - Quality Improvement & Patient Safety
  - Well-Being & Diversity
  - Scholarship
  - Resident Performance
  - Graduate Performance
  - Faculty Evaluation & Development
  
- **Meeting Documentation:**
  - Document the priority items in the ACGME action plan template and include specific measures of progress and clear timelines for follow-up