

Instructions on Annual Program Review (APE) For Program Coordinators

Provided by Stanford GME Office (Last Updated in Apr 2017)

PREPARATION

- Schedule a date/time and a room with a projector
- Download the **APE Checklist** from: gme.stanford.edu -> GME Community -> "APE Prep Instruction" 2nd page
- Collect data on **ALL Applicable Metrics** listed in the **APE Checklist**
- Get copy of last year's **Action Plan** and current **Curriculum**
- (Optional) Assist your program director in data analysis
- Download the **APE Documentation Template** (including **APE Agenda & APE Minutes & Approval of APE Action Plan**) from: gme.stanford.edu -> GME Community-> APE Documentation Template
- Download the **APE Guidebook** from the last year's APE page in MedHub (Home -> Program Accreditation -> APE -> select last AY) or from gme.stanford.edu -> GME Community for 1st time user



Category	Actual Outcome and Resolved (Y/N)	Unresolved Issues	SWOT Analysis & Action Plan
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MEETING TIME

- Use the **APE Documentation Template** to:
 - Collect signatures from ALL participants
 - Take detailed and effective meeting minutes. For every issue discussed in the meeting, the following **SHOULD** be recorded:
What was the issue? Who raised the issue? Who contributed to the discussion? How was the issue being discussed? Was there a decision or action plan made regarding the issue?

DOCUMENTATION

- Document the approval of **Action Plan** from all Core Teaching Faculty at the next Faculty Meeting, by completing the **Approval of APE Action Plan** on the last page of **APE Documentation Template**
- Complete the **APE Guidebook**:
 - Last AY tab: **Actual Outcome and Resolved (Y/N)** (all Orange columns)
 - Move all Unresolved Issues to the current AY tab
 - Current AY tab: **SWOT Analysis & Action Plan** (all Green columns)
- APE tab in MedHub (Home -> Program Accreditation -> APE)
 - Upload the **APE Guidebook**
 - Upload the **APE Documentation Templates**, including:
 - Sign-in Sheet
 - Minutes (must include action plan and SWOT if Guidebook is not uploaded)
 - Approval of Action Plan
 - Other related documents (e.g., PPT slides, board pass rate, etc.)
 - Update/Comment on ALL metrics in the right section of the page

Annual Program Evaluation Checklist

Last Updated in Dec 2016 by GME Office

ALL ITEMS listed below should be discussed during the APE meeting. Items preceded with * may be skipped if not applicable to your program. Items preceded with ** may not be available for your program due to low responses (< 4).

Resident Performance	<input type="checkbox"/>	Milestone achievements/evaluations	Medhub	"Reports" tab > "Milestone Summary by Level" under "Evaluation Reports"
	<input type="checkbox"/>	Faculty evaluations (of trainees)	Medhub	"Reports" tab > "Resident/Faculty/Service Ranking" under "Evaluation Reports" > Select "Resident" > Select "Faculty of resident"
	<input type="checkbox"/>	Semi-annual review with program director	Program	Manual retrieval and/or data entry by program
	<input type="checkbox"/>	Self-assessment	Medhub	"Reports" tab > "Resident/Faculty/Service Ranking" under "Evaluation Reports" > Select "Resident" > Select "Resident of resident (peer)" > Select the form(s) for Self-Evaluation
	<input type="checkbox"/>	Quality improvement and safety projects	Program	Manual retrieval and/or data entry by program or MedHub > "Residents" tab > "Resident Learning Portfolios"
	<input type="checkbox"/>	Didactic/conference attendance	Medhub	Medhub > "Reports" tab > "Conference Attendance by Resident" under "Conference Reports"
	<input type="checkbox"/>	Duty hour compliance	Medhub	Home > "Resident Duty Hours" > "Duty Hour Statistics"
	<input type="checkbox"/>	Scholarly activities of residents	Web ADS	Web ADS Update (https://apps.acgme.org/connect/login) > "Resident Scholarly Activity"
	<input type="checkbox"/>	*Case experience and procedures logs	Program	Varies for programs
	<input type="checkbox"/>	*In-training examination results	Program	Manual retrieval and/or data entry by program
<input type="checkbox"/>	*Objective Structured Clinical Examinations)	Program	Manual retrieval and/or data entry by program	
Faculty Development	<input type="checkbox"/>	Mentoring	Program	Manual retrieval and/or data entry by program
	<input type="checkbox"/>	Trainee evaluation of faculty	Medhub	"Reports" > "Aggregate Evaluation Report" > "Resident evaluation of faculty member"
	<input type="checkbox"/>	ABMS certification status	Program	Board Certification Verification Websites
	<input type="checkbox"/>	Faculty attendance in grand rounds & conferences	Medhub	"Reports" tab > "Faculty Conference Attendance"
	<input type="checkbox"/>	Faculty professional development courses	Program	Manual retrieval and/or data entry by program
	<input type="checkbox"/>	Scholarly activity of faculty	Web ADS	Web ADS Update (https://apps.acgme.org/connect/login) > "Faculty Scholarly Activity"
Graduate Performance	<input type="checkbox"/>	Graduate placement	Program	Manual retrieval and/or data entry by program or Alumni Survey (see below)
	<input type="checkbox"/>	** Alumni survey	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"
	<input type="checkbox"/>	*Board scores/pass rates (most recent year or aggregated over 5 years)	Program	Manual retrieval and/or data entry by program
Program Quality	<input type="checkbox"/>	Last year's action plan	Medhub	Home > "Program Accreditation" > "APE" tab > Select last AY > Scroll down to "File Attachments"
	<input type="checkbox"/>	ACGME faculty survey	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"
	<input type="checkbox"/>	ACGME citations and/or letters of notification	GME	Home > "Program Accreditation" > "Correspondence" tab > Select "ACGME Initiated"
	<input type="checkbox"/>	Faculty program evaluations	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"
	<input type="checkbox"/>	Overview of the curriculum and rotations	Medhub	Home > "Curriculum Objectives/Goals"
	<input type="checkbox"/>	Exit summative evaluation/interview	Medhub	Home > "Residents" tab > "Forms/Files" or Manual retrieval by program
	<input type="checkbox"/>	** Resident/fellow program evaluations	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"
	<input type="checkbox"/>	** ACGME resident/fellow survey	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"
	<input type="checkbox"/>	** GME House Staff Survey	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"
	<input type="checkbox"/>	** Most Updated Trend Analysis	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"