



Program Coordinators Meeting

April 14, 2016

Agenda

- Contracts
- Visas
- Annual Program Evaluations at Program Evaluation Committee Meetings

Annual Program Evaluation (APE)

What are the Purposes?

- *Review Program using evaluations and other outcome data.*
- *Facilitate Program Improvement and Innovation.*
- *Document Systematic Evaluation of Program's Curriculum.*
 - Annual Action Plan
 - Meeting Minutes
- Prepare for the Longitudinal *Self Study* of Your Training Program.



Who Participates in the APE at the PEC Meeting?

- V.C.1. The **program director must appoint** the Program Evaluation Committee (PEC).
- V.C.1.a) The Program Evaluation Committee must be composed of at least **two program faculty members** and should include **at least one resident**.

What Is the PEC Required to Cover?

- Review and Revise Competency-Based Curriculum Goals & Objectives.
- Develop and Improve Program's Educational Activities.
- Address Non-Compliance with ACGME Standards.
- **Review the Program, identifying strengths and weaknesses.**

Annual Review of the Curriculum

Tuesday, April 7, 2015

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[myHome](#) [Residents](#) [Schedules](#) [Evaluations](#) [Reports](#) [Help](#)

You are here: [myHome](#) » Curriculum Objectives

Curriculum Objectives

Service/Curriculum:	Documents:	PGY:	Updated:	Actions:
ACS-Day	R1	1	09/19/2012	Download
	R2	2	09/19/2012	Download
ACS-Night	R1	1	09/19/2012	Download
	R2	2	09/19/2012	Download
Acute Care Service	R4	4	09/19/2012	Download
	Trauma/ACS Goals & Objectives for Neurosurgery Intern	1	05/14/2012	Download
Anesthesia	Anesthesia G&O R1	1	09/25/2012	Download
Breast Service	R1	1	10/10/2012	Download
	R3	3	10/10/2012	Download
Cardiac	(no files)			
Cardiac Care Unit	(no files)			
Cardiovascular ICU	(no files)			
Colorectal Service	(no files)			
Education -Board Prep Review Courses	(no files)			
Emergency Medicine	Emergency Med G&O	1	09/25/2012	Download
Endoscopy	Endoscopy G&O	3	08/13/2008	Download

Break Down of the APE Process

- **Pre-APE**

- Gather and analyze program data in key areas.
- Consider developing a presentation of the data to the PEC.

- **APE**

- Review Previous Year's Action Plan.
- Develop New Action Plan (based on data).
- Document in Meeting Minutes.

- **Post-APE**

- Teaching Faculty Approve Action Plan.
- Upload Documentation in MedHub.
- Follow Up on Action Items.



Pre-APE: The APE Checklist

ACGME Requires Programs To Monitor and Track Resident Performance, Faculty Development, Graduate Performance, and Program Quality

Annual Program Evaluation (APE) Checklist

Item	Responsibility	Source & Path
RESIDENT PERFORMANCE		
<input type="checkbox"/> Scholarly Activity of Residents	Program	WebADS
<input type="checkbox"/> In-Training Exam Scores*	Program	Program Coordinator
<input type="checkbox"/> Aggregated Resident Performance Report	Program	Medhub - Resident/Faculty/Service Ranking under Evaluation Reports.
<input type="checkbox"/> Procedure Logs*	Program	Varies for each program
<input type="checkbox"/> OSCEs (Objective Structured Clinical Examinations)*	Program	Program Coordinator
FACULTY DEVELOPMENT		
<input type="checkbox"/> Scholarly Activity of Faculty	Program	WebADS
<input type="checkbox"/> ABMS Certification Status	Program	Board Certification Verification Websites
<input type="checkbox"/> Faculty Attendance in Grand Rounds & Conferences	Program	Medhub - "Reports" tab - Faculty Conference Attendance
<input type="checkbox"/> Faculty Professional Development Courses	Program	Program Coordinator
GRADUATE PERFORMANCE		
<input type="checkbox"/> Aggregated Board Exam Pass Rates From Each of the Past 5 Years	Program	Program Coordinator/Program Director
<input type="checkbox"/> Alumni Survey*	Program	Program Coordinator/Program Director
<input type="checkbox"/> Graduate Placement	Program	Program Coordinator/Program Director
PROGRAM QUALITY		
<input type="checkbox"/> 2013-2014 Action Plan	Program	Program Coordinator/PEC
<input type="checkbox"/> 2015 Annual Evaluation of Program by Residents/Fellows	GME	Medhub - "Program Accreditation" under "Site Management" in "myHome" - "Annual Program Evaluations" tab
<input type="checkbox"/> 2015 Annual Evaluation of Program by Faculty	GME	Medhub - "Program Accreditation" under "Site Management" in "myHome" - "Annual Program Evaluations" tab
<input type="checkbox"/> 2014-2015 GME House Staff Survey	GME	Medhub - "Program Accreditation" under "Site Management" in "myHome" - "Annual Program Evaluations" tab
<input type="checkbox"/> 2015 Trend Analysis*	GME	Medhub - "Program Accreditation" under "Site Management" in "myHome" - "Annual Program Evaluations" tab
<input type="checkbox"/> 2014 ACGME Faculty and Resident Surveys*	GME	Medhub - "Program Accreditation" under "Site Management" in "myHome" - "Annual Program Evaluations" tab
<input type="checkbox"/> ACGME Letters of Notification and ACGME citations	GME	Medhub - "Program Accreditation" under "Site Management" in "myHome" - "Site Visits/Self-Study" tab or "Correspondance" tab/WebADS
<input type="checkbox"/> Overview of the Curriculum and Rotations	Program	Medhub - "Curriculum Objectives/Goals" under "Portal Management" in "myHome"
<input type="checkbox"/> Exit Summative Evaluation/Interview*	Program	Program Records

APE: Meeting Agenda

Document attendance and meeting discussion.

ANNUAL PROGRAM EVALUATION MEETING

Program: _____

Date/Time: _____

Location: _____

AGENDA

- I. Review Previous Year's Action Plan Items.
- II. Review All Elements of Program:
 - a. Resident Performance
 - b. Faculty Development
 - c. Graduate Performance
 - d. Program Quality
- III. Create Action Plan For Upcoming Academic Year.
 - a. Action Plan
 - b. Cause-Effect Diagram for Self-Study
- IV. Program Faculty Review/Approval of Action Plan at Next Program Faculty Meeting

ATTENDEES

Faculty
Print Name:

Sign Name:

Residents/Fellows
Print Name:

Sign Name:

PGY Level:

APE: Review Previous Year's Action Plan

Use the APE Guidebook from last year.

• Previous Action Plan Review

- What was the outcome for each issue from last year?
- Was each issue resolved?
- If the issue isn't resolved, carry it over to this year's action plan.

2014-2015 APE Meeting - Action Plan for Next Year

DATE: <Enter Date>							
PROGRAM: <Your Program's Name>							
<i>Used For Current Year's Meeting</i>						<i>Used For Next Year's Meeting</i>	
	Issue Synopsis	Description	Proposed Actions	Person(s) Responsible	Targeted Outcome/Due Date	Actual Outcome	Resolved (Y/N)
Last Year's Unresolved Issues							
Current Year's Issues	Weakness #1						
	Weakness #2						
	Weakness #3						
	Weakness #4						
	Weakness #5						

APE: Develop This Year's Action Plan

Use the APE Guidebook from last year.

2015-2016 APE Meeting - Action Plan for Next Year

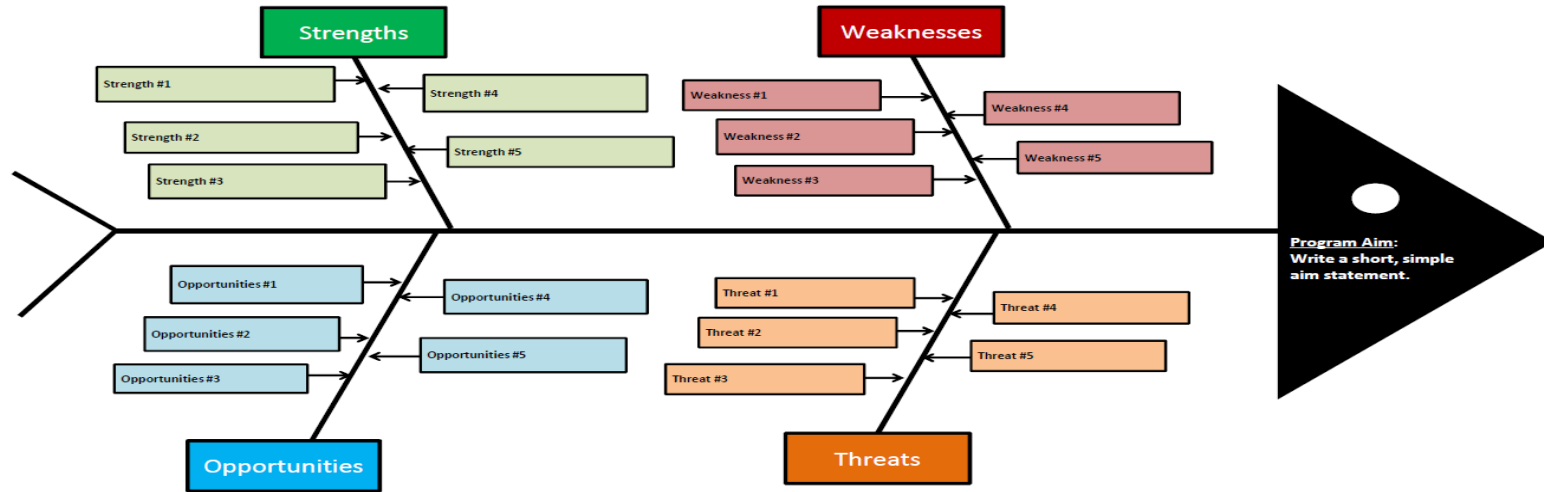
DATE: <Enter Date>

PROGRAM: <Your Program's Name>

Used For Current Year's Meeting						Used For Next Year's Meeting	
	Issue Synopsis	Description	Proposed Actions	Person(s) Responsible	Targeted Outcome/Due Date	Actual Outcome	Resolved (Y/N)
Last Year's Unresolved Issues							
Current Year's Issues	Weakness #1						
	Weakness #2						
	Weakness #3						
	Weakness #4						
	Weakness #5						

APE: SWOT Analysis for each Self-Study Year

Use the APE Guidebook from last year.



The APE Guidebook contains:

- Pre-Meeting Preparation Instructions
 - APE Checklist
 - APE Meeting Agenda
- Last Year's Action Plan
- Current Year's Action Plan
- SWOT Analysis for Self-Study

Post-APE: Upload All APE Documentation to MedHub Annual Program Evaluations Tab (within Accreditation)

You are here: [Home](#) > Accreditation - Annual Program Evaluations

Accreditation - Annual Program Evaluations

Dashboard Internal/Special Reviews Site Visits/Self-Study Surveys CLER Visits Policies Correspondence Annual Program Evaluations

Annual Program Evaluation updated

Program: Adolescent Medicine

Status: Program Review Completed

Program (Prd): GME/DIO Review
 Review Dates: 02/25/2018 (MMDDYYYY)

Review Comments:

Program Strengths:

Program Areas for Improvement:

Action Plan:

GME/DIO Notes:

Submit

Delete Program Review

Attached File	File Name	Size	Updated	Author	Actions
	2015-2016 Annual Program Evaluation SWOT	254K	3/24/2018	Fraser	Modify Delete
	2016 Annual Program Review Action Plan	123K	3/7/2018	Fraser	Modify Delete
	2016 Annual Program Review Attendance Sheet	339K	3/7/2018	Fraser	Modify Delete
	Adolescent Medicine 2015-2016 Program Evaluation by Faculty	233K	4/8/2018	Dinh La	Modify Delete
	Adolescent Medicine 2015-2016 Program Evaluation by Fellow	249K	4/5/2018	Dinh La	Modify Delete

Attach File

Program Review Committee

Name	Role
Golden, Neville	Director
Halpern-Felsher, Bonnie	Director
Aggarwal, Shelly	Faculty Member
Ammerman, Seth	Faculty Member
Anoshiravani, Arash	Faculty Member
Carlson, Jennifer	Faculty Member
Kasphahn, Cynthia	Faculty Member
Miller, Catherine	Faculty Member
Yen, Sophia	Faculty Member
Fraser, Ana	Administrator
Bar, Shelly	Resident
Goldstein, Rachel	Resident
Seetharaman, Sujatha.Sri	Resident

Add Update Committee Members

GME Reviewers

Name	Role
Dohn, Ann	DIO
Steinberg, Diane H	GME Staff

Add Update GME Reviewers

Review Checklist

- A. Resident Performance
Aggregated evaluations of the residents; in-training/in-service exam scores; procedure logs; scholarly activity; learning portfolios
- B. Faculty Development
ABIM certification status for all faculty; updated faculty CVs; documentation (faculty survey; attendance logs) of faculty participation in faculty development activities
- C. Graduate Performance
Aggregated board exam pass rates; aggregated alumni survey results; other outcome measures
- D. Program Quality
aggregated evaluations of the program by faculty; aggregated evaluations of the program by residents; aggregated evaluations of the faculty by residents; ACGME/GME survey results; curriculum; assessment methods; resources
- E. Reviewed Actions Items from last APE

Submit

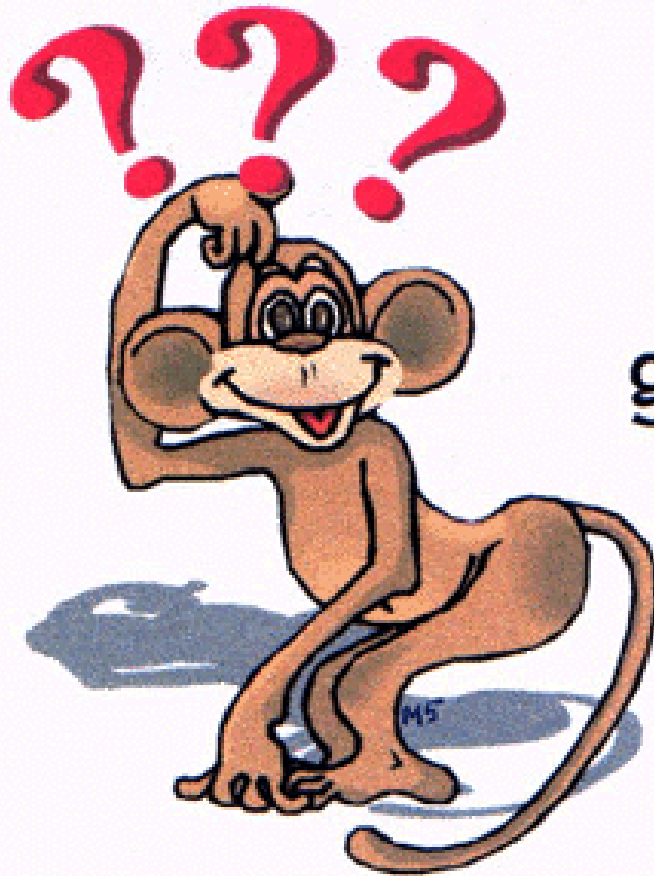
Use the GME Website for APE Resources

Forms, Templates & Examples Tab in the Directors & Coordinators Section

Templates

- Annual Program Evaluation Guidebook: Diagrams & Action Plans **New!**
 - Instructions on Annual Program Evaluation
 - Annual Program Evaluation Checklist (PDF / DOC) **New!**
 - Annual Program Evaluation Agenda (PDF / DOC) **New!**
 - A Quick Method to Analyze Program Evaluations **New!**
 - APE Powerpoint Presentation Example **New!**
- Clinical Competency Committee Policy (NAS Program Requirement) **REQUIRED**
- Program Evaluation Committee Policy (NAS Program Requirement) **REQUIRED**

Questions



Questions
are
guaranteed in
life;
Answers
aren't.