

Annual Program Evaluation Checklist

Last Updated in Apr 2023 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 > "Aggregated Evaluation Report" > Select "Resident Self Evaluation" > Select the form(s) for Self-Evaluation > Customize Other Settings
	<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"/>	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	MedHub	Manual retrieval and/or data entry by program
	<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"	