

Instructions on Annual Program Review (APE) For Program Directors

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

PREPARATION

- Appoint the *Program Evaluation Committee* (must include at least 2 faculty member and 1 trainee)
- Download the *APE Checklist* from: gme.stanford.edu -> GME Community -> "APE Prep Instruction" 2nd page
- Collect & Review Data on **ALL** Applicable Metrics from the *APE Checklist*
- Review last year's *GME Review Comments* in MedHub (Home -> Program Accreditation -> APE -> select last AY)

The image shows a screenshot of the 'Annual Program Evaluation Checklist' table. The table has multiple columns and rows, with a header row that reads: 'All 2016-17 listed items should be discussed during the APE meeting. Items presented with * may be waived if not applicable to your program. Items presented with ** may not be available for your program due to low response rate.' The table lists various metrics such as 'Faculty satisfaction of residents', 'Faculty satisfaction of faculty', 'Faculty satisfaction of program directors', etc., with corresponding checkboxes and notes.



- Program Director summarizes all the data reviewed and delivers a presentation at the APE meeting

MEETING AGENDA

1. Re-visit *Last Year's Action Plan*
Q: Actual outcome? Issues resolved? If not, what now?
2. Review current curriculum and update if needed
3. Lead Discussions on **ALL** Applicable Metrics from the *APE Checklist*. 4 Key Areas:
 - Resident Performance
 - Graduate Performance
 - Faculty Development
 - Program Quality
4. Brainstorm for *Strength, Weaknesses, Opportunities and Threats (SWOT) Analysis*
5. Generate an *Action Plan*. Action Items SHOULD address:
 - Weaknesses from the SWOT Analysis
 - LOW scores (<80%) on ACGME Surveys, Program Evaluations. GME Survey
 - ACGME citations or Areas of Concern from Annual RC Review Letters
 - Other concerning issues raised in the APE meeting



Take the APE as an opportunity for a Program Retreat. Encourage and facilitate an open and deep discussion on all aspects of the program.

AFTER APE

- Get approval of the *Action Plan* from all Core Teaching Faculty in your program by presenting it at the next regular *Faculty Meeting*
- Start working based on the *Action Plan*.
- Review *GME's Comments* on your APE in MedHub

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"