

<p>Name of Policy: Graduate Medical Education: Annual Program Evaluation and Program Evaluation Committee</p> <p>Policy Number: 3364-86-048-00</p> <p>Approving Officer: Dean, College of Medicine and Life Sciences</p> <p>Responsible Agent: Director, Graduate Medical Education</p> <p>Scope: UT College of Medicine Residency Programs</p>	 <p>Reviewed/Revised date: 12/5/23</p> <p>Original effective date: 04/03/12</p>				
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Policy

Graduate Medical Education programs, through a Program Evaluation Committee (PEC) must document formal, systematic evaluation of the curriculum at least annually. Each program is also responsible for rendering a written Annual Program Evaluation (APE) including an Action Plan to address any deficiencies.

Purpose

To provide assurance to our residents, faculty, patients, ACGME, ADA, and other GME stakeholders that the Institution is committed to ongoing performance improvement and quality assessment of the GME programs at The University of Toledo.

Procedure

Program Evaluation Committee (PEC)

1. The Program Director must appoint the PEC to conduct & document the APE as part of the program’s continuous improvement process. The committee must be composed of at least two program faculty members, at least one of whom is a core faculty member, and at least one resident.
2. Each program will provide the GME office the description of the PEC and committee membership.
3. The PEC has the following responsibilities:
 - Planning, developing, implementing and evaluating educational activities of the program
 - Reviewing and making recommendations for revision of competency based curriculum goals and objectives
 - Addressing areas of non-compliance with ACMGE or ADA standards
 - Review of the program’s self-determined goals and progress toward meeting them;
 - Guiding ongoing program improvement, including development of new goals, based upon outcomes; and,
 - Review of the current operating environment to identify strengths, challenges, opportunities, and threats as related to the program’s mission and aims

- Evaluation of the program’s mission and aims, strengths, areas for improvement, and threats

Annual Program Evaluation (APE)

The PEC must document formal, systematic evaluation of the curriculum at least annually via an APE.

- The APE must include a review of the evaluation, including a written Action Plan to document initiatives to improve performance in areas of identified concern/deficiency.
 - The Action Plan must indicate how the deficiencies will be measured including how interventions will be monitored for effectiveness.
- The committee should consider the outcomes from prior APEs, aggregate resident and faculty written evaluations of the program, the program’s mission and aims, strengths, areas for improvement and threats, as well as other relevant data in its assessment of the program.
- The APE, including the action plan, must be distributed to, and discussed with the residents and members of the teaching faculty, and must be submitted to the DIO.

If a program does not have residents for a given academic year, they must still conduct a PEC meeting and complete an APE. In such cases, there is no resident member.

<p>Approved by:</p> <p><u>/s/ Shaza Aouthmany, M.D.</u> Chair, Graduate Medical Education Committee</p> <p><u>/s/ Christopher Cooper, M.D.</u> Dean, College of Medicine and Life Sciences</p> <p>Review/Revision Completed by: <i>Graduate Medical Education Committee</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • None <p>Review/Revision Date: Revised 8/12/14, Reviewed 8/9/16, Reviewed 8/7/18, Revised 12/5/23</p> <p>Next review date: 12/2025</p>
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