

Saint Louis University Graduate Medical Education

Template for the Program Evaluation Committee
Annual and Semi-Annual Program Evaluation



—“—
The ultimate goal
is not for program
evaluations to be
punitive, but
empowering.
—”—

Saint Louis University Program Evaluation Template

This template is designed to guide you through your annual (and semi-annual) Program Evaluation process and provide you with a standardized document for recording and maintaining the PEC minutes with the resulting action plan.

Page 1 (below) details the necessary pre-meeting data collection, data location, and data analysis needed;

Page 2 provides the overall agenda for conducting the annual program evaluation meeting;

Pages 3 – 4 provide a template and space for the required PEC minutes;

Pages 5 on provide the template for the action plan resulting from the PEC meeting.

Pre-Meeting Preparation

Helpful items to have available:

- Annual Update information submitted to ACGME by the program (WebADS)
- Any special reviews by the Institution or the ACGME
- Any relevant updates to the specialty-specific program requirements
- Competency-based goals and objectives for each assignment of the program
- Didactic sessions and conferences for the program

	Data needed for meeting	Where to find
☐	Program's Mission and Vision statements	Internal/WebADS
☐	ACGME citations and responses (if applicable)	ACGME
☐	Previous year's action plan	Internal
☐	Current resident curriculum	Internal
☐	Aggregate confidential evaluations of the program by residents	Internal
☐	Aggregate confidential evaluations of the program by faculty	Internal
☐	Aggregate resident evaluations of faculty	New Innovations or other
☐	Aggregate milestone data on residents	ACGME
☐	Most recent resident ACGME survey	ACGME
☐	Most recent resident ACGME wellbeing survey	ACGME
☐	Most recent faculty ACGME survey	ACGME
☐	Most recent faculty ACGME wellbeing survey	ACGME
☐	Aggregate data on clinical experience of residents (i.e., case logs, procedure logs, patient visit numbers, etc.)	New Innovations, ACGME, other
☐	Aggregate data on in-training examinations for last 3 years (if applicable)	Specialty Societies
☐	Aggregate resident scholarly activity data	ACGME WebADS, Internal
☐	Aggregate resident quality improvement data	ACGME WebADS, Internal
☐	Duty hour reports	New Innovations
☐	Aggregate faculty scholarly activity data	ACGME WebADS
☐	Report of faculty attendance at faculty development meetings	Internal
☐	Report of faculty attendance/participation at organized didactic sessions and conferences	Internal
☐	Aggregated completion rates of evaluations (residents and faculty)	New Innovations
☐	Surveys of recent graduates	Internal
☐	Aggregated board passage rates for graduates	Specialty's Board (i.e. ABFM, ABIM, etc.)
☐	Research and scholarly activity of recent graduates	PubMed Search, WebADS, other
☐	Data on resident recruitment (i.e., match data, attrition data, etc.)	NRMP, ACGME WebADS, internal
☐	<i>*Any specialty specific patient care outcomes data*</i>	

ANNUAL PROGRAM EVALUATION (APE) AGENDA TEMPLATE

The minutes and action plan from the annual PEC together may be considered an APE report. Pages 4-8 provide a template for these reports. The APE report must include the following elements in its assessment of the program and must demonstrate monitoring and tracking each of the following areas:

A. Curriculum	
Review and recommend changes to the curriculum	
Address areas of non-compliance with RRC requirements or Faculty/Resident Surveys	
B. Conduct APE – Data Review	
Aggregate Resident	Aggregate Faculty
Well-being	Well-being
Recruitment and Retention	Recruitment and Retention
Workforce diversity	Workforce diversity
Engagement in QI and patient safety	Engagement in QI and patient safety
Scholarly activity	Scholarly activity
ACGME resident and faculty surveys	ACGME resident and faculty surveys
Written evaluations of the program	Written evaluations of the program
Aggregate Resident Performance	
Achievement of milestones	
In-training examinations (where applicable)	
Procedure logs (if applicable)	
Board pass and certification rates of graduates including the performance of graduates on the certification examination	
Graduate clinical resident performance	
Aggregate Faculty Data	
Faculty performance	
Professional faculty development	
C. Action Plans	
Review Previous years action plans	
Develop upcoming action plan	
D. Mission and aims	
Evaluate program mission and aims	
Conduct SWOT analysis	
E. Distribution	
The annual review, including the action plan, must be distributed to and discussed with the residents and must be reviewed by the DIO/GMEC.	

Annual Program Evaluation (5.5-5.5h)

This form will serve as the program's formal PEC meeting minutes as well as the program's action plan (below).

Program:

Date:

Academic Year:

Program Evaluation Committee Attendees:

Faculty Members:

1. _____
2. _____
3. _____

Residents/Fellows:

1. _____
2. _____
3. _____

Resident/Fellow Complement:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Positions Approved							
Current Complement							

Accreditation Status of the Program:

- ☐ Continued Accreditation
- ☐ Continued Accreditation with Warning
- ☐ Probationary Accreditation
- ☐ Initial Accreditation
- ☐ Initial Accreditation with Warning
- ☐ Continued Accreditation without Outcomes

Current Program Citations:

Text from ACGME Letter of Notification	Current Program Response to Citation
1.	
2.	

SWOT Analysis:

Strengths of the Program

1. _____
2. _____
3. _____

Weaknesses of the Program:

1. _____
2. _____
3. _____

Opportunities for the Program:

1. _____
2. _____
3. _____

Challenges/Threats to the Program:

1. _____
2. _____
3. _____

Meeting Discussion:

Discussion from meeting

Action Plan

The following three pages are areas the ACGME wants the PEC to review when assessing the program (V.C.1.c).(1-7), V.C.1.d)). **Please note any actions you are taking in the various subsections below.** If the program is meeting or exceeding expectations in any section, you may delete the section or leave it blank.

CURRICULUM

Item recommended for improvement	Action Plan	Status (Resolved, Partially Resolved, Not Resolved)	Responsible Owner

AGGREGATE RESIDENT

Item	Action Plan	Status (Resolved, Partially Resolved, Not Resolved)	Responsible Owner
Well-Being			
Recruitment and Retention			
Workforce Diversity			
Engagement in QI and Patient Safety			
Scholarly Activity			
Written Evaluations of Program			

AGGREGATE FACULTY

Item	Action Plan	Status (Resolved, Partially Resolved, Not Resolved)	Responsible Owner
Well-Being			
Recruitment and Retention			
Workforce Diversity			
Engagement in QI and Patient Safety			
Scholarly Activity			
Written Evaluations of Program			

Action Plan, cont.

AGGREGATE RESIDENT PERFORMANCE

Item	Action Plan	Status (Resolved, Partially Resolved, Not Resolved)	Responsible Owner
Achievement of Milestones			
In-training examinations (if applicable)			
Procedure logs (if applicable)			
Board pass rate			
Graduate resident performance			

AGGREGATE FACULTY DATA

Item	Action Plan	Status (Resolved, Partially Resolved, Not Resolved)	Responsible Owner
Faculty performance			
Professional faculty development			

RESIDENT ACGME SURVEY

Survey Domain	Survey item(s) < 80% program compliance	Action Plan	Status (Resolved, Partially Resolved, Not Resolved)	Responsible Owner
Resources	1. 2. 3.	1. 2. 3.		
Professionalism				
Patient Safety/Teamwork				
Faculty Teaching and Supervision				
Evaluation				
Educational Content				
Diversity and Inclusion				
Clinical Experience and Education				

Action Plan, cont.

FACULTY ACGME SURVEY

Survey Domain	Survey item(s) < 80% program compliance	Action Plan	Status (Resolved, Partially Resolved, Not Resolved)	Responsible Owner
Resources				
Professionalism				
Patient Safety/Teamwork				
Faculty Teaching and Supervision				
Educational Content				
Diversity and Inclusion				

OTHER

Item recommended for improvement	Action Plan	Status (Resolved, Partially Resolved, Not Resolved)	Responsible Owner

NOTES: