Program Evaluation Committees: Tracking Plans and Prep for Self-Studies

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GOALS AND OBJECTIVES

- Understand the scope and expectation of ACGME’s “Annual Program Evaluation [APE] and Program Evaluation Committee [PEC]” requirements
- Understand the use of templates to complete the APE and track plans for program improvement
- Understand the role of the APE in preparing for Self-Study Visits
Program Evaluation Committee (PEC)

- This is not a new requirement
  - For a number of years, programs have been required to have a committee that annually evaluates the program
  - Some programs had an education committee but in several cases, programs misinterpreted this requirement and were cited
Program Evaluation Committee (PEC)

- The 7/2013 revisions of the Common Program Requirements and the Next Accreditation System (NAS)
  - Added a requirement for an official Program Evaluation Committee (PEC)
- The program director must appoint the PEC
Program Evaluation Committee (PEC)

- Composed of at least 2 program faculty members and at least 1 resident
  - Exception is if there are no residents enrolled

- Must have a written description of its responsibilities

- Should participate actively in planning, developing, implementing, and evaluating educational activities of the program
Program Evaluation Committee (PEC)

- Should review and make recommendations for revision of competency-based goals and objectives
- Should Address areas of non-compliance with ACGME standards
- Should review the program annually using evaluations of faculty, residents, and others
- Must document formal, systematic evaluation of the curriculum at least annually
- Responsible for rendering a written Annual Program Evaluation (APE)
Annual Program Evaluation [APE]

- APE is the process of assessing the effectiveness of the program’s curriculum and it includes planning for program improvement.
Annual Program Evaluation [APE]

- Programs must monitor and track the following areas:
  - Resident performance
  - Faculty development
  - Graduate performance (including performance of program graduates on certification exams)
Annual Program Evaluation [APE]

- Programs must monitor and track the following areas:
  - Program quality
    - Residents and faculty must evaluate program confidentially and in writing annually
    - Use results of residents and faculty members’ assessments and other program evaluation results to improve program
  - Progress on the previous year’s action plan(s).
Annual Program Evaluation [APE]

- Program should formalize the annual program evaluation process and include reviews of:
  - Residents and faculty program evaluations
  - Program citations
  - Survey results- faculty and residents
  - Board pass rates
Annual Program Evaluation [APE]

- Based on the systematic evaluation, Program prepares written plan of action to document initiatives to improve performance.

- The action plan should be reviewed and approved by the teaching faculty and documented in meeting minutes.

- APE should be reviewed by GMEC annually.
Summary of Requirements

- Evaluation must be conducted “at least” annually

- The curriculum is the focus of the evaluation

- APE is now a formal and systematic
  - Written/documented process
  - With defined data that must be reviewed
  - Resulting in a written report and action plan
Summary of Requirements

- ACGME has defined what must be included in the evaluation review of the program:
  - Resident performance
  - Faculty development
  - Performance of graduates
  - Program quality

- You are required to include performance improvement initiatives in one or more of the four areas
Note: Review your Specialty Requirements

- Some RRCs have additional requirements
  - Example- Internal Medicine Program Requirements include:
    - *assess resident performance*, “including resident performance and outcome assessment of the educational effectiveness of inpatient and ambulatory teaching”
Scheduling of the APE

- No guidance from ACGME
- GME Office may provide guidance/ deadline
- Delayed results of faculty and residents surveys
<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>2014</td>
<td>Jan</td>
<td>Resident Survey Jan-June</td>
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<tr>
<td></td>
<td>Jun</td>
<td>Annual Program Evaluations Report due to GME by July 31, 2014</td>
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<td></td>
<td>Jul</td>
<td>ANNUAL ADS Update August-October [Emory Scheduled July-August]</td>
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<td></td>
<td>Aug</td>
<td>Submit Milestone Assessments - Phase II*</td>
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<td>Sep</td>
<td>Identify and train Clinical Competency Committee (CCC) - Phase II</td>
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<td>Oct</td>
<td>Submit Milestone Assessments - Phase I Inc IM &amp; Peds</td>
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<td>Nov</td>
<td>Submit Case Logs</td>
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<td></td>
<td>Dec</td>
<td>Submit Milestone Assessments - Phase II*</td>
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<tr>
<td></td>
<td>Jan</td>
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*Effective July 2015- Subspecialties: Anesth, Path, Neurol, Ortho, Psy*
The Role of the APE in the Self Study

- Self Study Visits are built on the results of sequential Annual Program Evaluations
- Define your overall program goals – your mission and vision
- Use your Annual Program Evaluation to assess your program’s activities to achieve those overall goals.
The Role of the APE in the Self Study

- Comprehensive description of how the program creates an effective learning and working environment

- Increased focus on continuous improvement and how this leads to desired educational outcomes
  - Ongoing assessment and improvement using the Annual Program Evaluation (APE)
Ten Year Self-Study: Conceptual Model

ACGME provides summary data from Annual Reviews for Self-Study

Ongoing Improvement

Yr 0  Yr 1  Yr 2  Yr 3  Yr 4  Yr 5  Yr 6  Yr 7  Yr 8  Yr 9  Yr 10

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Self-Study Visit Documentation

- Self-study visit document prepared by ACGME (ADS)
- Self-Study summary document prepared by the program
  - 5-7 pages
  - Focus: key Self-Study dimensions (strengths, areas for improvement, opportunities and threats)
Self-Study Visit Documentation

- Evidence of ongoing improvement
  - Sequential Annual Program Evaluations, ACGME and other program data

- Core and Subspecialties programs will be reviewed together
## The 10-year Self-Study: Timeline

<table>
<thead>
<tr>
<th>Time prior to Self Study Visit</th>
<th>ACGME Actions</th>
<th>Program Actions</th>
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<tbody>
<tr>
<td>11-12 months</td>
<td>1. Sends summary of actions/follow-up from Annual Data Review</td>
<td>1. Aggregates data from Annual Program Evaluations</td>
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<tr>
<td>6-11 months</td>
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<td>1. Conducts Self Study</td>
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<tr>
<td>4 months</td>
<td>1. Sets <strong>FINAL</strong> Self-Study Visit Date and informs program</td>
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<td>10 days</td>
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<td>1. Completes ADS data update</td>
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<td>2. Uploads Self-Study summary to ADS</td>
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The 10-year Self-Study Addresses

- Citation, areas for improvement and other information from ACGME
- Strengths and Areas for Improvements identified by:
  - The Annual Program Evaluation
  - Other program/institutional data sources

Data from both sources are considered for the entire period between Self-Study Visits!