



## San Antonio Uniformed Services Health Education Consortium San Antonio, Texas

### **Program Assessment of Educational Effectiveness Policy**

I. **Purpose:** The ACGME has delineated a specific requirement that graduate medical education programs perform periodic (at least annual) systematic reviews of their educational effectiveness and that written minutes of these meetings are prepared and maintained on file. This process, formerly known as the program's annual review, must be organized to evaluate program goals and objectives and the effectiveness with which they are achieved. SAUSHEC fully supports this ACGME requirement, recognizing that the process will promote continuing improvement of the quality of education provided by our programs.

#### **II. Program Assessment of Educational Effectiveness Policy:**

A. General requirements: At least annually, each program must conduct a formal, documented meeting in which specific data are reviewed and considered. Members of the review group must include as a minimum the program director, faculty representatives, and at least one resident representative. Data to be used in the review include the following:

1. Common and program specific requirements
2. Program goals and objectives
3. Resident performance and outcome assessments
4. Graduate performance on certification examinations
5. Faculty confidential written evaluations of the program
6. Most recent RRC survey letter
7. Most recent internal review report
8. Resident confidential written evaluations of the program
9. In-services exam results and identified program weaknesses
10. Feedback from graduates and their supervisors regarding effective preparation for practice
11. Program assessments and action plans from the previous two years

B. Plan of Action: When opportunities for improvement are identified, the group will prepare an explicit action plan which should be approved by the faculty and documented in the minutes of the meeting.

C. Documentation: Programs will maintain a written copy of the minutes of these meetings for their records. Additionally, programs will submit a copy, either written or electronic, to the SAUSHEC Executive Committee as part of institutional oversight. Minimum requirements of the minutes include the following:

**III. Summary:** Utilizing the above format, SAUSHEC programs will effectively close the loop such that feedback and prior performance will help dictate future plans and overall effectiveness in the training program.

MEMORANDUM FOR Dean of SAUSHEC

SUBJECT: Annual Program Assessment of Educational Effect

1. As part of ACGME common program requirements to formally and systematically evaluate the curriculum at least annually (Common Program Requirement. V.C.), key stakeholders of the [program] residency/fellowship met on [date] to assess the program.
2. Attendance
  - a. Program Director – [name]
  - b. Associate Program Director – [name(s)]
  - c. Key faculty – [name(s)]
  - d. Chief residents – [name(s)]
  - e. Residents – [name(s), PGY level]
3. The following personnel areas were specifically addressed:
  - a. Resident performance – [brief info on in-service results; research presentations; struggling residents; etc]
  - b. Faculty development – [brief info on program, institutional, and outside programs used; mentoring; research protocols; impact from deployments, turnover; etc]
  - c. Graduate performance – [brief info on grad rates; board results; supervisor surveys, self surveys; etc]
4. The following curriculum areas were specifically addressed: [brief info based on regular and confidential feedback from residents, faculty, graduate supervisors, patients, etc]
  - a. Goals and Objectives: [include a review of ACGME, RRC, or specialty requirements; citations; case load numbers, etc]
  - b. Program rotations:
  - c. Other SAUSHEC rotations:
  - d. Away rotations: [include info on TAAs/RTAs/PLAs/funding]
5. Review of program changes implemented since last assessment: [brief info on what was changed and how well it worked – or didn't]
6. Action Plan for planned changes to be implemented: [item, timeline, POC]

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