

AHEC Program Assessment of Educational Effectiveness Policy

I. Purpose: Allied health programs should perform periodic (at least annual) systematic reviews of their educational effectiveness and formal minutes of these meetings should be prepared and maintained on file. Specifically, this review must be organized so as to evaluate program goals and objectives, and the effectiveness with which they are achieved. AHEC fully supports this requirement, recognizing that this 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 is reviewed and considered. Members of this review group must include as a minimum the program director, faculty representatives, and resident representatives. 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. Written faculty evaluations of the program
6. Most recent accreditation survey letter
7. Most recent internal review report
8. Resident confidential written evaluations
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 DME as part of institutional oversight. Minimum requirements of the minutes include the following:

1. Attendance roster
2. Summary of specific areas assessed
3. Assessment of previous actions
4. Opportunities for improvements identified
5. Implementation plan for new actions

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