



San Antonio Uniformed Services Health Education Consortium San Antonio, Texas

Annual Program Evaluation (APE) Policy

ACGME Common Program Requirements (excerpt)

V.C.2. The program, through the PEC, must document formal, systematic evaluation of the curriculum at least annually, and is responsible for rendering a written and Annual Program Evaluation (APE). The program must monitor and track each of the following areas: (a) resident performance; (b) faculty development; (c) graduate performance, including performance of program graduates on the certification examination; (d) program quality; and, (e) progress on the previous year's action plan(s).

V.C.3. The PEC must prepare a written plan of action to document initiatives to improve performance in one or more of the areas listed in section V.C.2., as well as delineate how they will be measured and monitored. (a) The action plan should be reviewed and approved by the teaching faculty and documented in meeting minutes.

I. **Purpose:** The ACGME has delineated a specific requirement that graduate medical education programs perform periodic (at least annual) systematic reviews of their educational curriculum and prepare corrective action plan(s). This process, formerly known as the annual program evaluation, 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. Annual Program Evaluation:

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 the Program Evaluation Committee (PEC) and at least one resident representative. Additional members should be included to ensure sufficient expertise. Data to be used in the review include the following:

1. Previous APEs and associated action plans
2. Common and program specific requirements
3. Program goals and objectives
4. Resident performance and outcome assessments
5. Graduate performance on certification examinations
6. Faculty confidential written evaluations of the program
7. Most recent RRC survey letter
8. Most recent Annual Program Review (APR) [AR, DR, or SPR]
9. Resident confidential written evaluations of the program
10. In-services exam results and identified program weaknesses

11. Feedback from graduates and their supervisors regarding effective preparation for practice
12. Program assessments and action plans from the previous two years

B. The program must monitor and track each of the following areas:

1. Resident performance
2. Faculty development
3. Graduate performance, including performance of program graduates on the certification examination
4. Program quality
5. Progress on the previous year's action plan(s).

C. Corrective Action Plans: The review group must conduct a SWOT (Strength, Weaknesses, Opportunities, and Threats) analysis of the curriculum and learning environment. When opportunities for improvement are identified, the group will prepare explicit action plans as well as delineate how they will be measured and monitored. Resulting action plans must also address each citation and area of concern listed on Letters of Notification.

D. Documentation: Proposed action plans should be presented at a faculty meeting for review and approval, as documented in the minutes of the meeting. Programs will maintain a written copy of the minutes of these meetings for their records. Additionally, programs will submit an electronic copy of their APE report and the minutes of their faculty meeting where the action plans were approved to the SAUSHEC Accreditation and Compliance Committee as part of the Annual Program Review process and 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, 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.