APE – Annual Program Evaluation

Welcome to the APE!

Objectives

- Define an Annual Program Evaluation
- Understand the Role and Appointment of the Program Evaluation Committee (PEC)
- Learn Review Materials Needed During an APE
APE – Annual Program Evaluation

• The overall purpose of the APE is for programs to continue to strive for self-improvement.
• Fix problems that are identified through the annual program review -- hope to set standards higher than the minimum.
• Try to be the best program you can possibly be.

APE – Annual Program Evaluation

• Must be completed each year
• Develop a Program Evaluation Committee (PEC)
• The Program Evaluation Committee (PEC) MUST:
  - Be appointed by the Program Director
  - Have at least 2 program faculty members and 1 resident
  - Have a written description of their responsibilities

APE – Annual Program Evaluation

And the PEC Committee SHOULD participate actively in:

- Planning, developing, and implementing (or changing) educational activities in the program
- Reviewing curriculum
- Recognizing and addressing areas of non-compliance with ACGME standards
- Annual Program Evaluation
APE – Annual Program Evaluation

• 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.

ACGME Common Program Requirements
Approved: February 7, 2012; Effective: July 1, 2013
Approved focused revision: June 9, 2013; Effective: July 1, 2013

APE – Annual Program Evaluation

• Programs must monitor each of the following:
  - Resident Performance
  - Faculty Development
  - Board Pass Rate (Graduate Performance)
  - Program Quality
  - Track progress from the previous year’s action plans
  - Confidential Resident/Faculty Program Evaluations

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• The PEC must prepare a written report of their findings, including an action plan, to document areas where performance improvement is needed within the residency program.
• The action plan should be reviewed and approved by core teaching faculty and documented in meeting minutes.
APE – Annual Program Evaluation

There are no requirements as to how the PEC carries out their duties.
The PEC or the Program Director may carry out the improvement plans set forth in the action plan created by the committee.
The work of the PEC can go beyond meeting minimum standards.
Programs will complete 10 APES and a Self Study Site Visit in 10 years.

DO’s

- Prepare ahead of time!!!
- Get your annual program evaluation date on the calendar early! Decide a month to do this each year and do it at the same time every year. Use reminders on your calendar to help prepare and not forget.
- Send some documents to PEC prior to APE for review (Common Program Req., Program Specific Requirements – Current and Revised, etc.)
- Items on Annual Program Review Planning Sheet break down and review at Faculty Meetings prior to Annual Program Review
- Use your Annual Program Review Planning Sheet as a “live” working document filling in dates as they are reviewed with PEC
- Allow plenty of time for this meeting. 2 hours insufficient amount of time

DON’Ts

- Don’t procrastinate & DON’T let your PD procrastinate!!!
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Info share: Review of Allegiance Health APE Form