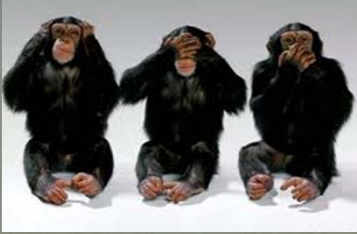



APES IN RESIDENCY!!!



November 6, 2014
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Residency Program Administrator

APE – Annual Program Evaluation

Welcome to the APE!



APE – Annual Program Evaluation

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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APE – Annual Program Evaluation

- 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.



APE – Annual Program Evaluation Prepping for APE Do's & Don'ts

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.)

DO's cont.

- 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

APE – Annual Program Evaluation Prepping for APE Do's & Don'ts

DON'Ts

- Forget to remind your PD about this meeting ahead of time (at least 6 months in advance)
- Forget to set specific date/time of meeting
- Forget to discuss with PD materials/documents he/she will want you to prepare ahead of time for this meeting, discuss materials to go out to PEC ahead of time for review

DON'Ts cont.

- DON'T PROCRASTINATE & DON'T LET YOUR PD PROCRASTINATE!!!

APE – Annual Program Evaluation

Info share: Review of
Allegiance Health APE Form

APE – Annual Program Evaluation