

Memorandum

To: PD
CC: PROGRAM FILE
From: Victoria E. Murrain, DO, DIO; Assistant Dean for GME
Date: 9/23/2010
Re: Annual Program Report

The ACGME expects program directors to lead an ongoing effort to monitor and improve the quality and effectiveness of their accredited program. An annual review of the program should be held at a designated meeting with representative faculty and residents. The meeting agenda should include discussion of the items listed below. Documentation of the review should include the Annual Review report and meeting minutes. If deficiencies are found, the program should prepare a written plan of action to document initiatives to improve performance in the designated areas. The action plan should be reviewed and approved by the teaching faculty and documented in the meeting minutes. The process will be confirmed at your Internal Review and at your next ACGME site visit.

The following information can be found in the Program Director's Guide to the Common Program Requirements. The annual review must include the following components:

1. **Curriculum Evaluation** – This should include an overview of didactic and other educational components and their compliance with RRC requirements.
2. **Resident Performance** - Results of in-training exams or other resident assessments (e.g. competency-based evaluations, resident logs) and presentations/publications are examples of resident performance data and should be reviewed in aggregate to identify areas needing improvement.
3. **Faculty Development** - Faculty participation in faculty development activities should be monitored and recorded. Data may be collected by annual review of updated CVs or by a separate annual survey. Faculty development is inclusive of CME related to not only clinical skills, but also teaching skills, professionalism and incorporating competency based assessments into practice and teaching. Annual GME retreat, faculty meetings where resident progress is discussed, GME workshops or GME faculty development meetings are all included in this category.
4. **Graduate Performance** - Results of performance on board certification examinations is one measure of graduate performance. Data can also be collected by annual surveys of graduates. The GME Office will plan to perform graduate surveys prior to graduation and 6 months after the graduate's departure from our residency program. Each program should plan to institute a program specific survey.

5. **Program Quality** – The following should be included here:
 - A. **Resident evaluations of the training program.** Residents should have the opportunity to evaluate the program confidentially on an annual basis. This evaluation should include planning/organization, support/delivery and quality. Program Director and faculty should analyze and review the collated information.
 - B. Resident evaluations of the faculty. Residents should have the opportunity to evaluate faculty confidentially and without fear of retaliation at the conclusion of each rotation. Annually, the following areas should be evaluated: faculty clinical teaching abilities, commitment to the educational program, clinical knowledge and professionalism. Comments may be made regarding faculty’s scholarly activities if the resident has direct knowledge/involvement with a faculty’s specific scholarly project.
 - C. Faculty evaluations of the program (this is a new requirement that faculty must also annually evaluate the training program).
 - D. ACGME Annual Resident/Fellow Survey Summary
 - E. Latest Internal Review and ACGME site visits-how are these deficiencies being addressed?

Documentation for program annual evaluation and improvement is demonstrated via:

1. Questions in the Common PIF which include:
 - a. description of the process used for the annual program evaluation
 - b. examples of how the program uses aggregated results of residents’ performance and/or other results to improve the program
 - c. examples of improvement efforts based on feedback from the ACGME Resident Survey
 - d. improvement action plan prepared after a review of the aggregated results of residents’ performance on the board exams
2. Resident Survey Questions

6. **Scholarly Activity** – The following should be included here:
 - A. Faculty scholarly presentations and publications
 - B. Resident scholarly presentations and publications

As per the ACGME Common Program Requirements (effective July 1, 2007):

***“V.C. Program Evaluation and Improvement
V.C.1. The program must document formal, systematic evaluation of
the curriculum at least annually.”***

All Program Directors must submit, on an annual basis, a completed Annual Program Evaluation Checklist certifying that all components of the annual training program evaluation have been met. Copies of the Annual Program evaluation document and meeting minutes (where the program review was discussed) must be attached.

Program: _____

1. Educational effectiveness of the program was evaluated on:
2. The Program director, representative faculty, and at least one resident were present.
3. Goals and objectives and the effectiveness of the program in achieving them were reviewed.
4. Comments, from the faculty, regarding the quality of the program were reviewed.
5. The most recent report from the GMEC (Internal Review) was reviewed, if applicable.
6. The most recent accreditation letter(s) from the RRC were reviewed.
7. Any recent communication from the ACGME or RRC was reviewed, if applicable.
8. Confidential written evaluations of the program submitted by the residents were reviewed.
9. Resident performance and outcome assessment were used in the evaluation of the educational effectiveness, including but not limited to performance on certification exams.
10. A specific action plan to address any deficiencies was approved by the faculty and documented.

I hereby certify that all requirements for the Annual Review have been met.

Program director Signature:

Date:

Addendum: Program Portfolio for assessment of effectiveness should include:

- ❖ -Annual review document assessing:
 - -Curriculum Overview
 - -Resident Performance
 - -Faculty Development
 - -Graduate Performance, including performance of program graduates on the certification examination;
 - -Program quality
- ❖ -Resident evaluation aggregate scores
 - -By PGY level
 - -By Program
- ❖ -In Training Exam Results
 - -By PGY level
 - -By Program
 - -National
- ❖ -Board Certification pass rate
 - -360 Evaluations