



**The Annual Program Review:
Monsters, Skeletons, and Success**

Matthew D. McEvoy, MD
Vice-Chair for Educational Affairs and Program Director
Associate Professor of Anesthesiology
Department of Anesthesiology
Vanderbilt University
matthew.d.mcevoy@vanderbilt.edu

Disclosures

- I have no financial disclosures to declare

Goals and Objectives

- **By the end of this session, the learner should be able to:**
 - Describe differences between various types of program reviews in the ACGME NAS
 - Describe requirements surrounding the APR
 - Understand resources for performing the APR
 - Discuss strategies for success in your next APR

Annual Review vs. Internal Review

<p><u>Annual Program Review/Evaluation</u></p> <ul style="list-style-type: none"> • Program/Common Requirements • Done Annually • Conducted by program • Program representatives • Plan of action approved by faculty and documented in minutes • Report submitted to GME/DIO 	<p><u>Internal Review</u></p> <ul style="list-style-type: none"> • Institutional Requirements • Done midpoint between ACGME accreditation surveys • Conducted by GMEC • External representatives • A written report by the GMEC and required to give to ACGME site visitor for Institutional Reviews
--	--

Monsters: Program Evaluation & Improvement

V.C.1. The program director must appoint the PEC, which

- **must be composed of at least 2 faculty and should include at least 1 resident;**
- **must have a written description of its responsibilities; and**
- **should participate actively in:**
 - planning, developing, implementing, and evaluating educational activities of the program
 - reviewing and making recommendations for revision of competency-based curriculum goals and objectives
 - addressing areas of non-compliance with ACGME standards
 - **reviewing the program annually using evaluations of faculty, residents, and others, as specified below.**

Program Evaluation & Improvement

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:**

- resident performance;
- faculty development;
- graduate performance, including performance of program graduates on the certification examination;
 - at least 70% of the program graduates should become certified. (Outcome)

Program Evaluation Committee

- V.C.2.d).(1) Residents and faculty **must have the opportunity to evaluate the program confidentially and in writing at least annually**, and (Detail)
- V.C.2.d).(2) The program **must use the results of residents' and faculty members' assessments of the program** together with other program evaluation results to improve the program. (Detail)
- V.C.2.e) progress on the previous year's action plan(s). (Core)

Program Evaluation Committee

- 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.**
- V.C.3.a) The action plan should be reviewed and approved by the teaching faculty and documented in meeting minutes.

PEC Function

- There are no requirements on how the PEC should specifically carry out its duties.
- The PEC or the Program Director may carry out the improvement plans.
- The work of the PEC can go (should go) beyond meeting minimum standards.

Ten Year Self-Study Visit

- **Annual Program Evaluation (PR V.C.)**
 - Resident performance
 - Faculty development
 - Graduate performance
 - Program quality
 - Documented improvement plan with follow-up

AE: Annual Program Evaluation Slide modified from ACGME: www.acgme.org/acgmeweb

Resources (or Skeletons?)

- GME Office and DIO
 - Template for your university?
- If not, other resources available online
- ACGME does not require a certain template, so modify what you find for your needs

ORIGINAL RESEARCH

Use of an Institutional Template for Annual Program Evaluation and Improvement: Benefits for Program Participation and Performance

KATHRYN M. ANDolsek, MD, MPH
ALISA NAGLER, JD, EdD
JOHN L. WEINERTH, MD, FACS

Academic Year	No. of RC Citations for "Lack of an Annual Program Review"	Total No. of Programs That Submitted Their Annual Program Review to OCGME	No. of Programs That Used the OCGME Template Provided
2004-2005 (Summer 2005)	0	17	N/A
2005-2006 (Summer 2006)	2	47	N/A
2006-2007 (Summer 2007)	1	49	N/A
2007-2008 (Summer 2008)	0	68	38
2008-2009 (Summer 2009)	0	76	41

Abbreviations: N/A, not available; OCGME, Office of Graduate Medical Education; RC, Review Committee.

Andolsek KM, et al. JGME 2010

Strategies for Success: Plan

- Timeline/Gantt Chart
- Use a Structured Template for Report/Plan
- Have follow-up after initial meeting
- Make this a living document
- Use freedom to innovate/implement locally
- View as succession plan

Strategies for Success: See This as PD QI

