

Policy for Description and Duties of the Program Evaluation Committee (PEC)
Bismarck CFM

Structure:

The members of the PEC are appointed by the Program Director (PD) and include:

- 1) PD
- 2) At least three CFM faculty
- 3) Program Coordinator
- 4) Nursing Supervisor
- 5) Two residents who are the chief residents chosen by their peers
- 6) Clinic manager who represents clinic departments including lab, radiology, front desk, billing, and medical records

The PEC meets annually during the month of September.

Overview of duties of the PEC:

A. The PEC must participate actively in:

- 1) planning, developing, implementing, and evaluating educational activities of the program
- 2) reviewing and making recommendations for revision of competency-based curriculum goals and objectives
- 3) addressing areas of non-compliance with ACGME standards
- 4) reviewing the program annually using evaluations of faculty, residents, and others, as specified below.

B. The PEC must document formal, systematic evaluation of the curriculum, and will write and distribute a written Annual Program Evaluation Report (APER).

C. In order to ensure the APER is as complete and accurate as possible, the PEC must monitor and track each of the following areas:

- 1) current resident performance
- 2) faculty development activities
- 3) graduate performance including performance of program graduates on the certification examination
- 4) program quality
- 5) annual written evaluations of the program by residents and faculty
 - a. These evaluations are to be administered and complied by the UND SMHS Department of Family and Community Medicine in order to ensure confidentiality

D. The APER must include:

- 1) written plans of action to improve the program based on the results of residents' and faculty members' assessments of the program together with other program evaluation data
- 2) descriptions of strategies that delineate how the action-plan items will be measured and monitored

- 3) lists of faculty and/or staff who will be assigned to be responsible for working on the action item
- 4) a report on the progress of the previous year's action plans

Template for Agenda for PEC

Annual Program Evaluation and Improvement Meeting

Date:

Agenda

1. Call to order
2. Approval of _____ Annual Program Evaluation Report/Minutes
3. Recurring business
 - A. Review of RRC and ACGME requirements for annual program evaluation
 - B. Review of Program Action Plan (PAP) which includes:
 - 1) ACGME Resident Survey
 - 2) ACGME Faculty Survey
 - 3) ACGME Citations/AFI's
 - C. Review of performance measures
 - 1) ITE results
 - 2) ABFM board certification results
 - 3) Annual Faculty Evaluation Survey report
 - 4) Annual Resident Evaluation Survey report
 - 5) Graduate Survey report
 - 6) ACGME Resident Survey
 - D. Discussion of areas for improvement
 - 1) SWOT analysis
 - 2) New action plan items
4. Faculty development report
 - A. Needs assessment results
 - B. Discuss future plans to address needs
5. Adjourn

Template for APER

Annual Program Evaluation and Improvement Committee Report

Date:

Minutes

1. Present:

Program Director: Jeff Hostetter

Faculty:

Office manager:

Program Coordinator: Greta Loritz

Residents:

2. Meeting called to order by Dr. Hostetter

3. _____ PEC meeting report and minutes reviewed, discussed, and approved.

4. Old and recurring business

A. Review of RRC and ACGME requirements for annual program evaluation

B. Review of progress on Program Action Plans

C. Review of performance measures

1) ITE results

2) ABFM board certification results

3) Annual Faculty Evaluation Survey report

4) Annual Resident Evaluation Survey report

5) Graduate Survey report

6) ACGME Resident Survey

D. Discussion of areas for improvement

1) SWOT analysis

Strengths:

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Weaknesses:

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Opportunities:

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Threats:

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5. Adjourned