



## **Policy #6: The Program Evaluation Committee**

This policy is set forth to establish program-specific composition and responsibilities of the Northwest Washington Family Medicine Residency's (NWFMR) Program Evaluation Committee (PEC). In accordance with the program evaluation and improvement requirements of the ACGME, the Family Medicine Residency Review Committee and the CHI-Franciscan Health Harrison Medical Center Graduate Medical Education Committee (GMEC), the purpose of the PEC is to evaluate annually the effectiveness of educational activities within the residency program.

### **I. Program Evaluation Committee**

- A. The Program Director shall appoint a PEC to participate in the development of the Program's curriculum and related learning activities.
- B. The PEC will:
  - 1. provide annually evaluation efficacy of the NWFMR's curriculum;
  - 2. identify actions needed to foster continued program improvement and correction of areas of non-compliance with ACGME standards;
  - 3. be composed of at least two members of the residency program's faculty and include at least one resident following seating of the first class in 2018. The Program Director shall not serve as a member of the PEC.
- C. The PEC shall participate actively in:
  - 1. planning, developing, implementing, and evaluating educational activities of the residency program;
  - 2. review and revision of competency-based goals and objectives within each curricular experience;
  - 3. addressing areas of non-compliance with ACGME standards; and,
  - 4. Completion of the Annual Program Evaluation.

### **II. Annual Program Evaluation**

- A. No later than July 1<sup>st</sup> of each year the PEC will document its annual, systematic evaluation of the residency program via the formal Annual Program Evaluation. The Annual Program Evaluation will be included in the Annual Institutional Review performed for review by the GMEC at its regularly-scheduled quarterly meeting each August.
- B. The Residency Program Director will:
  - 1. facilitate the PEC's process to establish the date of the review meeting;
  - 2. provide resources as necessary for the GME coordinator(s) to assist with data collection, necessary review processes, and report development;
- C. At the time of the evaluation meeting, the PEC will consider:
  - 1. action plan improvement initiatives identified during the last Annual Program Evaluation;

2. program actions related to correction of citations and/or concerns from last ACGME program survey;
  3. stated educational goals and mission of NWFMR;
  4. formal annual faculty evaluations of the program;
  5. formal annual resident evaluations of the program and faculty;
  6. resident performance and outcome assessment, as evidenced by:
    - i. aggregate data from general competency assessments;
    - ii. resident achievement of Family Medicine Milestones;
    - iii. In-Training Examination performance;
    - iv. procedure logs;
    - v. graduate performance, including performance on the certification examination;
    - vi. results from 5 and 10 year graduate follow-up surveys;
  7. volume and quality of scholarly activity by residents and faculty during the past year;
  8. faculty development/education needs and effectiveness of faculty development activities during the past year.
  9. quality of scheduled Academic Conference Activities, including:
    - i. resident attendance numbers;
    - ii. faculty attendance numbers;
    - iii. conference evaluations by residents.
- D. Additional meetings may be scheduled, as needed, to continue to review data, discuss concerns and potential improvement opportunities, and to make recommendations. Written minutes shall be recorded at all meetings.
- E. As a result of the information considered and subsequent discussion, the Committee will prepare a written plan of action to document initiatives to improve performance (or document the absence of need) in each of the following areas:
- i. Resident performance
  - ii. Faculty development
  - iii. Graduate performance
  - iv. Program quality
  - v. Continued progress on the previous year's action plan
- F. The plan will delineate how those performance improvement initiatives will be measured and monitored.
- G. The final report and action plan will be reviewed, and modified if necessary, by the program's core teaching faculty. Such review shall be documented in faculty meeting minutes.
- H. A copy of the Annual Program Evaluation will be provided to the Designated Institutional Official for inclusion as part of the Annual Institutional Review during the regularly-scheduled August GMEC meeting



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Program Director

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Date