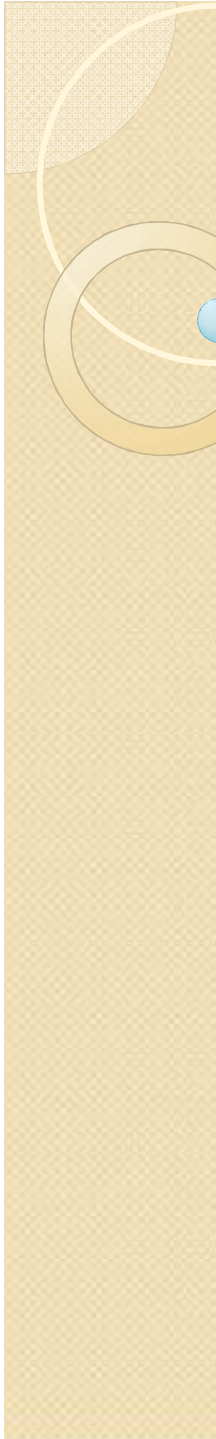


Armando D. Meza M.D.  
Associate Professor of IM  
Associate Dean GME  
Designated Institutional Official  
Texas Tech University HSC El Paso  
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# Program Director's Training Course



# PDTC-10: Annual Program Review



# Annual Program Review

- An ACGME requirement
- Is a curriculum review
- Can be subdivided during the year in quarters
- Need to involve a many residents and faculty as possible
- One final written report required



# Annual Program Review: Material

- Goals and objectives of each rotation
  - linked to the competencies
  - Remove old objectives
- Evaluation forms
  - Review how many are done timely
  - Identify positive and negative trends
  - Develop an action plan
- RRC Citations
  - May be required to provide a progress report to RRC and GMEC
  - Call other programs for sharing solutions
  - Review the institutional accreditation letter
- Internal review
  - Make sure you have action plans and report to GMEC
- Graduate surveys
  - Develop one for 1-2 year graduated and compile the data
  - Modify your curriculum based on this information



# Annual Program Review: Material

- Scholarly activity
  - Tracking should be continuous
  - List by category: original research, case reports, topic reviews
- Evaluation tools
  - Check for validity
  - Are faculty inflating evaluations?
  - Do you need to add additional ones?
  - Are the narratives of good quality?
- Resources
  - Financial
  - Educational materials
  - Supportive funds for research
  - Technical: data analysis, secretarial.



# Annual Program Review: Material

- Faculty development
  - An ACGME requirement
    - Teach the competencies
    - Teach proper evaluation
    - Teach proper feedback
    - Emphasize role modeling
- Procedure logs
  - To review consistency in procedural experience
  - Correct large discrepancies



# Annual Program Review: Report

- As detailed as possible
  - Highlight strengths and areas in need of improvement
  - Have a plan of action for each
  - Will need to show the site visitor
- Need to be submitted to the GMEC, faculty and residents



**RESIDENCY PROGRAM ANNUAL PROGRAM REVIEW REPORT OUTLINE**

**Date of Review Meeting(s):**

**Participants:**

**Program Director:**  
**Faculty Member:**  
**Junior Resident:**

**Other:**  
**Faculty Member:**  
**Senior Resident:**

**Summary of Faculty Confidential Annual Written Evaluations:**

**Summary of Residents' Confidential Annual Written Evaluations:**

**Data Considered by Program Evaluation Committee: (check each one used)**

- Status of issues identified in last Annual Program review
- Medical residency program goals and objectives, teaching activities, and evaluation tools
- Faculty development needs/activities
- Resident performance:
  - performance of program graduates in certification examination
  - aggregate data from general competency evaluations
  - in-training exam performance

**Other:**

**Summary of Findings:**

- 1) Residents' Performance
- 2) Faculty Development
- 3) Graduates' Performance
- 4) Program Quality

**Improvements to be Implemented:**

**Program Strengths to be Reinforced:**

**Action Plan Priorities for this Academic Year: (copy of Action Plan attached)**

**Approved by: (signed by each member of review panel)**

**Date action plan reviewed with and approved by faculty (also note in faculty meeting minutes):**



ANNUAL PROGRAM REVIEW  
WEBINAR

**ANNUAL PROGRAM REVIEW ACTION PLAN**

Program: \_\_\_\_\_

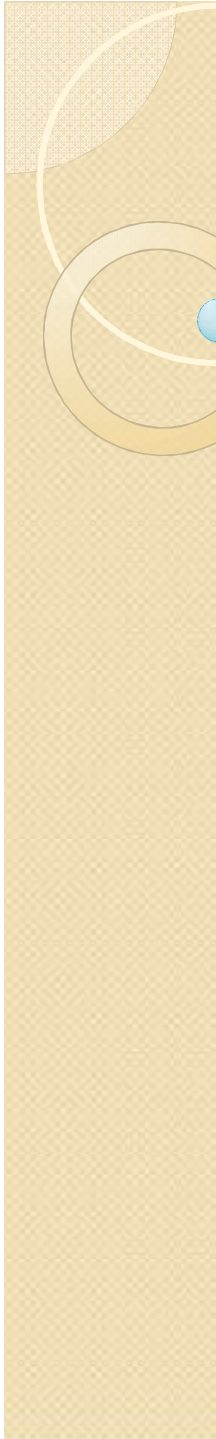
Review date: \_\_\_\_\_

<u>ISSUE</u>	<u>ACTIONS</u>	<u>PERSON RESPONSIBLE</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>	<u>CURRENT STATUS &amp; DATE OF REPORT</u>
<b>(FIRST ISSUE)</b>	1.				
	2.				
	3.				
<b>(SECOND ISSUE)</b>	1.				
	2.				
	3.				
<b>(THIRD ISSUE)</b>	1.				
	2.				



# Annual Program Review: Summary

- Key element in a program's development process
- Should be a comprehensive program's effort to identify areas to improve
- Can be used to justify additional resources for the training program



End of Presentation