**Program Evaluation Committee (PEC)**

**[Program Name]**

**Committee members (with title):**

**Faculty: [At least 2 program faculty members]**

**Residents/fellows: [At least one resident/fellow]**

**Responsibilities:**

The Committee shall actively participate with the Program Director in:

1. Planning, developing, implementing, and evaluating the educational activities of the program.
2. Reviewing and making recommendations for creation and revision of competency-based curriculum goals and objectives as needed.
3. Addressing areas of non-compliance with ACGME standards, including a review of the results of the ACGME resident/fellow survey, the ACGME faculty survey and duty hour compliance.
4. Reviewing the program annually using confidential evaluations by faculty, residents and others.
5. Undertaking formal, systematic evaluation of the curriculum at least annually, including clinical experiences, didactics and conferences, and other opportunities to achieve expected competence and documenting that activity through the written Annual Program Evaluation (APE). That evaluation shall include:
   1. Resident performance, including achievement of increasing competency as demonstrated by Milestones assessment
   2. Participation of faculty in faculty development activities relevant to their role in the program
   3. Confidential, written evaluation of the program by residents/fellows
   4. Confidential, written evaluations of the program by faculty
   5. Review of graduate performance, including performance of program graduates on the certification examination
   6. Review of the action plan developed by the Program Evaluation Committee at the end of the previous annual review and assess the program’s progress in implementing that plan

The APE shall include a plan of action to correct any deficiencies identified and to improve performance in one or more of the areas listed in #5 above, including the methods for measurement and monitoring of the plan’s implementation.

The action plan shall be reviewed and approved by the teaching faculty and documented in faculty meeting minutes.

The APE report shall be submitted to the Graduate Medical Education Office by September 1 of each year.