**PROGRAM EVALUATION COMMITTEE**

**DEPARTMENT OF NEUROSURGERY**

**UNIVERSITY OF XXX**

**11-19-2018**

Program Evaluation Committee

The Program Evaluation Committee (PEC) is appointed by the residency program director. The core committee includes our Department Chair Dr. XXX, program director, Dr. XXX, associate program director Dr. XXX, and two former program directors Drs. XXX and XXX, as well as 2-3 chief residents.

The PEC is responsible for the development, implementation and evaluation of the educational activities of the residency program. This committee is charged with reviewing and making recommendations for creation and revision of competency-based curriculum goals and objectives as needed. The PEC will review the results of the ACGME resident and faculty surveys, confidential evaluation of the program by faculty, residents and staff, and graduate performance on board certification exams. If areas of non-compliance with ACGME standards or weaknesses in the program are identified, the PEC will be responsible for addressing the deficiencies and forming a plan of action to correct any deficiencies identified and improve performance of the program.

Once a year, the PEC will perform a formal, systematic evaluation of the curriculum including clinical experiences, didactics, and conferences. This evaluation will also include review of resident performance benchmarked by Milestone assessment, faculty development activities relevant to their role in resident education, and the confidential, written evaluations of the program by residents and faculty.

Annual Program Evaluation

Our Annual Program Evaluation (APE) meeting is generally held in September. In addition to the PEC, all residents and teaching clinical faculty are invited to be included in the yearly formal program evaluation. This usually involves a full complement of residents and a majority of the faculty.

During the APE, a plan for the upcoming year is developed. Minutes of the APE are taken by the coordinator as a written plan of action. The PEC will review the action plan developed by the APE at the end of the annual review. The PEC will be responsible for monitoring implementation and developing methods to measure success of the plan.