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TITLE: Program Evaluation Committee

PURPOSE: This policy delineates the Accreditation Council for Graduate Medical Education (ACGME) requirement for convening a Program Evaluation Committee (PEC) to conduct and document the Annual Program Evaluation (APE).

POLICY STATEMENT: Each UVM Medical Center GME residency and fellowship program must have a Program Evaluation Committee (PEC) that functions in compliance with both the ACGME common program and specialty/subspecialty Review Committee (RC) requirements.

PROCEDURE: Each residency and fellowship GME program director must appoint the PEC. The PEC must be composed of at least two program faculty members and one resident/fellow (unless the GME program lacks a resident/fellow). Faculty members may include physician and non-physicians core faculty members identified in ACGME Accreditation Data System. The PEC membership should include the residency/fellowship program administrator.

1. Each UVM Medical Center GME program must have a written PEC policy.
 - The PEC policy must adhere to the ACGME Common and RC specific Program Evaluation and Improvement requirements (ACGME CPR, RC V.C.).
2. At a minimum, the PEC must meet at least annually even if there are no residents/fellows enrolled in the training program. Meeting minutes are required that document the execution of the PEC responsibilities.
3. Each GME program director is responsible for submitting the Annual Program Evaluation report via New Innovations.

MONITORING PLAN: The GMEC must annually review all ACGME accredited programs and determine if a program requires a Special Review.

DEFINITIONS: NA

RELATED POLICIES:

REFERENCES: ACGME Common Program Requirements V.C.

REVIEWERS: Karen Miller, Dir GME

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