



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 50.01, **Annual Program Evaluation Report**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to establish a policy regarding annual departmental program reports to the Graduate Medical Education Committee (GMEC).

REVIEW: This SOM Policy and Procedure shall be reviewed within each year by the TTUHSC Graduate Medical Education Coordinating Council. Revisions will be forwarded to each campus GMEC for comment and the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. The program director must appoint the Program Evaluation Committee (PEC) to conduct and document the Annual Program Evaluation (APE) as part of the program's continuous improvement process.
 - a. The PEC must be composed of at least two program faculty members, at least one of whom is a core faculty member, and at least one resident.
2. Each PEC must submit a formal, systemic APE of the program at least annually to the GMEC no later than July 15th of each year via the Designated Institutional Official in the GME Office. The report should include, but is not limited to the following (Note: This is an ACGME common program requirement that is part of every Residency Review Committee site visit):
 - a. Review of the program's self-determined goals and progress toward meeting them
 - b. Guide ongoing program improvement, including development of new goals, based upon outcomes
 - c. Review of the current operating environment to identify strengths, challenges, opportunities, and threats as related to the program's mission and aims.
 - d. Consider the outcomes from prior APE(s), aggregate resident and faculty written evaluations of the program, and other relevant data in its assessment of the program.
 - e. The APE must include an action plan, and must be distributed to and discussed with the residents and the members of the teaching faculty, prior to submission to the DIO.