



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Medicine

Policy and Procedure

ANNUAL DEPARTMENTAL PROGRAM REPORT

PURPOSE: The purpose of this School of Medicine (SOM) Graduate Medical Education (GME) 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 will be reviewed on [September 1](#) of each even-numbered year by the Lubbock GME Office, with recommendations for revision forwarded to the GMEC by [September 30](#).

POLICY/PROCEDURE:

1. Program must submit a formal, systemic evaluation of the curriculum at least annually to the GMEC no later than June 30th 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. Resident performance
 - b. Faculty development
 - c. Graduate performance, including performance of program graduates on the certification examination; and,
 - d. Program quality. Specifically:
 - (1) Resident and faculty must have the opportunity to evaluate the program confidentially and in writing at least annually; and,
 - (2) The program must use the results of the residents' assessments of the program together with other evaluation results to improve the program.
 - e. If deficiencies are found, the program should also prepare a written plan of action to document initiatives to improve performance in the areas listed above. The action plan should be submitted to the GMEC for review and recommendation.