

**027_GMEC_Residency Program Evaluation
Committee**

Title:	Residency Program Evaluation Committee (PEC)	Index Number:	FM-GMEC-027		
Scope of application:	All Graduate Medical Education (GME) Programs	Original Date:	Reviewed on:	Next Review Date:	
		20.08.2014	15.01.2024	15.01.2027	

1. Purpose

- 1.1 To provide the rationale and structure for regular in-depth review of programs
- 1.2 To establish an institutional policy on PEC as mandated by the Accreditation Council for Graduate Medical Education -International (ACGME-I) that all GME programs implement formal processes of program curriculum planning and program evaluation.

2. Definitions

- 2.1. "Trainee" is a physician who is enrolled in a residency training program at the level of PGY I or above. This includes all other terms such as intern, fellow, housestaff member, or house-officer.
- 2.2. "Core teaching faculty" works closely with and supports the program director; assist in developing and implementing evaluation systems; teach, evaluate and advise residents, and devote at least 15 hours per week to residents' education and administration.

3. Policy

- 3.1. Each GME Residency Training Program Director should appoint a Program Evaluation Committee (PEC), to participate actively in both aspects of the program; program curriculum planning and program evaluation.
- 3.2. The members of the PEC shall be appointed by the Program Director. The term of appointment for residents is one year.
- 3.3. Each GME Training Program Director should provide the PEC members with a written description of its program specific responsibilities including its responsibility to AUBMC and to the program director. This policy must be provided to the GME Office.

4. Composition

The PEC must be composed of at least:

- 4.1. Two members of the residency faculty
- 4.2. One representation from the resident

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5. Responsibility



- 5.1. The primary purpose of the Program Evaluation Committee is to plan, develop, implement, and evaluate all significant activities of the GME program.
- 5.2. The PEC may work with the GMEC, the designated institutional official (DIO), department leaders, or the program director as part of its work. The goal is to try to improve the educational program every year.
- 5.3. The PEC must participate actively in:
 - 5.3.1. developing and making recommendations for competency-based curriculum goals and objectives
 - 5.3.2. reviewing the program annually using evaluations of faculty, residents, and others
 - 5.3.3. Implementing suggestions for program improvement may require several years to accomplish
 - 5.3.4. reviewing the GMEC internal review of the residency program with recommended action plans
 - 5.3.5. assuring that areas of non-compliance with ACGME-I standards are corrected
- 5.4. The program, through the PEC, must document formal and systematic evaluation of the curriculum at least annually. It is responsible for rendering and writing Annual Program Evaluation that monitors and tracks resident performance, Faculty development, Graduate performance, Program quality, and has a documented improvement plan.
- 5.5. This information is then used by the program director to identify areas for improvement.
- 5.6. This plan should be shared with the members of the teaching faculty to ensure there is widespread agreement and support. (See appendix A.1 for further details)
- 5.7. The PEC should keep a record of its decisions; including what suggested improvements should be explored. For those areas where there is a decision for a change, there should be an action plan.

6. Meetings

- 6.1. The PEC has to meet at least annually; it can certainly meet more often.
- 6.2. Maintain written minutes that contains all PEC members in attendance
- 6.3. Special Meetings: The Program Director will call special meetings when an extraordinary situation arises involving a residency program or an urgent matter arises regarding a resident.

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7. Signatures

Reviewed and Approved by	Name	Signature	Date
Assistant Dean for Graduate Medical Education (GME) & Chair of Graduate Medical Education Committee (GMEC)	Salah Zeineldine, MD		05.02.2024
Executive Associate Dean for Medical Education	Kamal Badr, MD		05.02.2024