

Annual Program Evaluation and Improvement Meeting (Template)

Program: (Enter Program Name)

Date: (Enter date of meeting)

Participants: (Enter names – must include at least program director, one faculty member and a representative trainee (**must include names and title/PGY year**))

Review of Curriculum:

(Enter which parts of curriculum need to be revised based on trainee/faculty evaluation. If none, state so.)

Goals and Objectives:

(Enter if any Goals and Objectives need to be revised. If none, state so.)

Resident Performance and Outcome assessment (i.e. aggregated data):

(Include summary results of resident evaluations, multisource evaluations, In-training examination scores, list of research publications, presentations, etc.)

Faculty performance and faculty development:

(Include summary of results of faculty evaluations, review of annual ACGME on-line survey with regards to faculty, review CVs for evidence of scholarly activity including presentations, list activities specifically for improvement in teaching skills or administrative, evaluation skills.)

Graduate performance:

(Include most recent results of Board examinations, placement in either fellowships, practice or academic positions – two most recent classes)

Program quality:

(Review of written confidential evaluations of program by faculty and trainees; review of annual OGME survey of program; results of match; review of most recent citations and internal review (if performed since last LON) identifying achievement of and/or status of citations, comments and recommendations.

Written action plan for deficiencies:

Opportunity	Strategy	Resources	Timeline	Evaluation
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Approved by:

Program Director _____

Faculty Representative _____

Resident/Fellow Representative _____

This Action Plan was reviewed with the faculty on _____ (insert date)