

Department of Rheumatology Program Evaluation Committee

(Adopted from ACGME policy and Upstate IM Residency Policy)

Definition

The Program Evaluation Committee (PEC) is charged with monitoring and evaluating a program performance annually. The PEC works on planning, developing, evaluating and implementing and educational activities of the program; addressing areas of non-compliance with ACGME standards; fostering continued program improvement; making recommendations for revision of competency based curriculum goals and objectives; and following up on previous academic year(s) action plans. The results of this meeting serves as the basis for the Annual Report of Program Effectiveness (ARPE) including the action plan that is submitted to the GME by the program director. The information is also used in the annual ADS update for the ACGME website.

Functions

- Plan, develop, implement, and evaluate educational activities of the program, including:
 - Fellow performance
 - Faculty development
 - Graduate performance, including performance of program graduates on the certifying examination
 - Program quality
- Review and make recommendations for revision of competency-based curriculum goals and objectives
- Address areas of non-compliance with ACGME standards
- Review the program annually using evaluations of faculty, fellows, and others
 - Fellows and faculty must have the opportunity to evaluate the program confidentially and in writing at least annually.
 - The program must use the results of fellows' and faculty members' assessments of the program together with other program evaluation results to improve the program.
- Assess and documents progress from the previous year's action plan(s)
- Develops and submit a written Annual Report of Program Evaluation (ARPE) documenting the formal, systematic evaluation of the curriculum including new action plans and follow up on previous action plans

Membership

The PEC includes the following members for as long as they serve their respective roles:

Rheumatology Division Chief (1)
Rheumatology Faculty Primary Institution (5)
Rheumatology Faculty Secondary Institution (1)
Rheumatology Fellows (4)
Program Administrator (1)

Format/Agendas

The regular meeting of the committee is held annually in May-June of each academic year; additional meetings per year will be determined on an as-needed-basis

The agenda will include the following activities:

- Review of all rotation-specific, program specific and faculty specific evaluations for the current academic year
- Review all scholarly activity for faculty and fellows within the Department of Rheumatology
- Review Board Pass Rate for recent graduates and In-training exam scores for current fellows
- Review Match and Ranking Results for upcoming academic year
- Make recommendations for curriculum changes including, but not limited to, education activities, competency based goals and objectives, program policies and procedures and resource availability
- Provide the ARPE to the GME by the due date specified
- Include in the ARPE an action plan for the current academic year and a follow-up action plan for the previous academic year

An attendance of at least 51% of the voting membership of the CCC shall constitute a quorum
All participating members of the CCC are instructed that the nature of the meeting is confidential

Follow-Up

- During the PEC meeting an action plan will be establish based upon the current academic year.
Each annual PEC meeting will include a follow-up action plan from the previous year.

