

Subject
ANNUAL PROGRAM
REVIEW (APR) BY
GMEC



Policy
Number

GME 020

Effective
Date

January 2014

ANNUAL PROGRAM REVIEW (APR) BY GMEC, GME 020

1. Purpose

This policy provides a process through which University of Maryland Medical Center Midtown Campus, through its Graduate Medical Education Committee, ensures that all residency programs are in substantial compliance with ACGME Institutional, Common Program and Program-specific Requirements; and are otherwise providing quality, adequately resourced clinical training.

2. Scope

This policy applies to the Graduate Medical Education Committee (GMEC) and ACGME-accredited residency educational programs sponsored by University of Maryland Medical Center Midtown Campus (UMMC Midtown Campus).

3. Responsibility

It is the responsibility of the DIO and all residency program directors, residents, and UMMC Midtown Campus officials to comply with this policy.

4. Procedure

An Annual Program Review shall be conducted by the GMEC for each sponsored residency-training program. The APR shall be performed by the DIO and other GMEC members and support personnel as appointed by the DIO.

Components of the APR will include:

- a. The ACGME Common, specialty/subspecialty Program, and Institutional Requirements in effect at the time of the evaluation.
- b. The most recent accreditation letters of notification from previous ACGME reviews, and progress report(s) sent to the respective Review Committees
- c. The most recent APR report
- d. Reports from previous GMEC Special Reviews of the program (if any)
- e. Results from internal or external resident/fellow, faculty and patient surveys
- f. Annual performance data provided by the GMEC

Review of the most recent Annual Program Evaluation received by the GMEC:

- a. Resident performance
- b. Faculty development

- c. Graduate performance, including performance of graduates on the Board certification examination
- d. Program quality; and ensure that;
 - i. Residents and faculty have the opportunity to evaluate the program confidentially and in writing at least annually
 - ii. The program uses the results of residents' and faculty members' assessment of the program together with other program evaluation results to improve the program
- e. The progress on the previous year's APE action plan

5. Reporting structure and monitoring procedure:

A written report of the Annual Program Review will be prepared including a plan of action, if needed, to improve performance and delineate how the performance initiatives will be measured and monitored.

This action plan will be reviewed and approved by the GMEC and documented in the minutes.

6. Progress Reports

As appropriate, the GME Committee shall monitor the response by and progress of the program in implementing any action recommendations for improvements.