

Title:	Program Evaluation Committee Policy	Index Number:	OBSGYN-Residency Program-009		
Scope of application:	Housestaff	Original:	Last Review:	Next Review:	
		20.09.2016	08.04.2019	08.04.2022	

1. Purpose

- 1.1. A Program Evaluation Committee (PEC) was established at the Department of Obstetrics and Gynecology as mandated by the Accreditation Council for Graduate Medical Education International (ACGME-I) that all Graduate Medical Education (GME) programs implement formal processes of program curriculum planning and program evaluation.
- 1.2. The role of the PEC is to provide the rationale and structure for regular in-depth review of the residency program.

2. Policy

- 2.1. The PEC members participate actively in both aspects of the program, program curriculum planning and program evaluation.

3. Composition

- 3.1. The members of the PEC are appointed by the Program Director and approved by the Chairperson.
- 3.2. The PEC consists of:
 - 3.2.1. Program Director
 - 3.2.2. Departmental Chair
 - 3.2.3. Three faculty members (One of whom is the Chair of the CCC)
 - 3.2.4. Administrative Chief Resident (the term of appointment for this resident is one year).

4. Responsibilities

- 4.1. The primary purpose of the PEC is to plan, develop, implement and evaluate all significant activities of the GME program.
- 4.2. The PEC may work with the Graduate Medical Education Committee (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.
- 4.3. The PEC must participate actively in:
 - 4.3.1. Developing and making recommendations for competency-based curriculum goals and objectives.
 - 4.3.2. Reviewing the program annually using evaluations of faculty, residents and others. Implementing suggestions for program improvement may require several years to accomplish.
 - 4.3.3. Reviewing the GMEC internal review of the residency program with recommended action plans.
 - 4.3.4. Assuring that areas of non-compliance with ACGME-I standards are corrected.
- 4.4. 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.



- 4.5. This information is then used by the Program Director to identify areas for improvement.
- 4.6. This plan should be shared with the members of the teaching faculty to ensure there is widespread agreement and support.
- 4.7. 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.

5. Meetings

- 5.1. The PEC meets two to three times per year.
- 5.2. The PEC meetings are minuted.
- 5.3. Special Meetings: The Program Director will call special meetings when an extraordinary situation arises involving the residency program.

[Remainder of this page left blank intentionally. Signatures follow on next page.]

6. Signatures

Reviewed and Concurred by	Name	Signature	Date
Professor and Chairperson, Department of Obstetrics and Gynecology	Anwar Nassar, MD		April 8, 2019
Associate Professor and Residency Program Director, Department of Obstetrics and Gynecology	Fadi Mirza, MD, FACOG		April 8, 2019