The Accreditation Council for Graduate Medical Education (ACGME) requires that all accredited programs complete a formal, systematic evaluation of their programs at least annually. ADA-CODA expects their programs to conduct annual reviews.

To comply with this requirement all UTGSM sponsored programs must, at the end of each academic year, conduct a documented meeting by their Program Evaluation Committee to evaluate the educational effectiveness of the program in the following areas:

- Resident/Fellow Performance (in training exams, case logs, scholarly activity, QI/PS initiatives, clinical performance measures, e.g., readmission rates, complications, etc)
- Faculty Development (teaching skills, evaluation skills, scholarly activity)
- Graduate Performance (Boards -# first time takers, board pass rate of first time takers, career choices, post graduate survey results)
- Program Quality (ACGME surveys, trainees’ evaluations of program and faculty, recruitment and Match results, new or existing citations from accrediting organization). Items in the ACGME surveys scoring below 85% or less than a 4.0 average must be addressed in the APR Action Plan.

Documentation of the meeting will be submitted electronically to the DIO by the end of each calendar year and must include:

- Annual Program Review Checklist
- Minutes and attendees of the meeting
- Annual Program Review Summary w/ Action Plan for GMDEC
- Copy of the program’s verbal handoff template

Programs should complete their APRs for the preceding academic year by December and present their APRs by March of the following year. Programs presenting APRs to GMDEC after April of the following year are subject to Special Review. Programs will present a progress report on the APR Action Plan to GMDEC within six months of the initial report.

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