PURPOSE:
To establish a formal, systematic process to annually evaluate the educational effectiveness of the Colon & Rectal Surgery Residency Program curriculum, in accordance with the program evaluation and improvement requirements of the ACGME and the GMEC.

POLICY:
Representative personnel from the Colon & Rectal Surgery Residency Program will be organized as a Program Evaluation Committee to review the program’s goals and objectives and the effectiveness with which the curriculum has achieved those objectives during the academic year. In addition, accomplishments and remaining needs in faculty development will be assessed. The meeting(s) of the Program Evaluation Committee will be documented in the form of written minutes. The group will prepare an explicit plan of action, to specify initiatives to improve program performance identified as a result of the review process. The action plan will be presented to the entire program faculty.

PROCEDURE:
1. The annual review will be conducted on or about [May 1] of each year, unless rescheduled for other programmatic reasons.

2. Approximately two months prior to the review date, the Program Director and Program Evaluation Committee will:
   - establish and announce the date of the review meeting
   - identify at least two (2) representative members of the program faculty to participate in the review
   - identify at least two (2) program residents to participate in the review; one shall be a junior, and the other a senior, resident. For programs with only one(1) resident, that resident will be the resident representative.
   - identify an administrative coordinator to assist with organizing the data collection, review process, and report development
   - solicit written confidential evaluations from the entire faculty and resident body for consideration in the review
   - authorize the administrative coordinator to compile the materials, listed below, to be used in the review

3. At the time of the initial meeting, the Committee will consider:
   - achievement of action plan improvement initiatives identified during the last annual review
   - achievement of correction of citations and concerns from last ACGME program survey
   - residency program goals and objectives
   - faculty members’ confidential written evaluations of the program
   - the residents’ annual confidential written evaluations of the program and faculty
   - resident performance and outcome assessment, as evidenced by:
- performance of program graduates on the certification examination
- aggregated data from general competency assessment
- in-training examination performance
- faculty development needs and effectiveness of faculty development activities during the past year
- ACGME and/or other available resident survey results
- any other issues that might come before the panel

4. Additional meetings may be scheduled, as needed, to continue to review data, discuss concerns and potential improvement opportunities, and to make recommendations. Written minutes will be taken of all meetings.

5. As a result of the information considered and subsequent discussion, the Committee will:

- identify any deficiencies in the program, and prepare an explicit plan of action to address them
- develop recommendations for improving the residency program, through enhancement of identified strengths

6. The final report and action plan will be approved by each member of the Committee, reviewed and approved by the program’s teaching faculty, and documented in faculty meeting minutes. A report will be provided to the GMEC, and discussed at a full meeting of the GMEC.
RESIDENCY PROGRAM ANNUAL PROGRAM REVIEW REPORT OUTLINE

Date of Review Meeting(s):

Participants:

Program Director: Other:
Faculty Member: Faculty Member:
Junior Resident: Senior Resident:

Summary of Faculty Confidential Annual Written Evaluations:

Summary of Residents’ Confidential Annual Written Evaluations:

Data Considered by Program Evaluation Committee: (check each one used)

___ Status of issues identified in last Annual Program review
___ Medical residency program goals and objectives, teaching activities, and evaluation tools
___ Faculty development needs/activities
___ Resident performance:
    ___ Performance of program graduates in certification examination
    ___ Aggregate data from general competency evaluations
    ___ In-training exam performance

Other:

Summary of Findings:
1) Residents’ Performance
2) Faculty Development
3) Graduates’ Performance
4) Program Quality

Improvements to be Implemented:

Program Strengths to be Reinforced:

Action Plan Priorities for this Academic Year: (copy of Action Plan attached)

Approved by: (signed by each member of review panel)

Date action plan reviewed with and approved by faculty (also note in faculty meeting minutes):
ANNUAL PROGRAM REVIEW ACTION PLAN

Program: ________________________  Review date: ________________________

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