Background

To define Henry Ford Health System’s Graduate Medical Education Committees’ (GMEC) responsibilities related to effective oversight of all ACGME-accredited programs’ annual evaluation and improvement activities (I.B.4.a.4) and establish a template for required program policies related to individual Program Evaluation Committees (CPR: V.C).

Policy The Henry Ford Health System Graduate Medical Education Committees (GMEC) are responsible for oversight of all graduate medical education programs in accordance with the Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements. The GMECs review all Annual Program Evaluations and Improvement Plans annually as a component of their Annual Institutional Reviews.

Program Evaluation Committees

Each ACGME-accredited program shall establish a program-specific policy which establishes the responsibilities, procedures and membership of its Program Evaluation Committee (PEC) which is responsible for:

1. Planning, developing, implementing and evaluating educational activities of the program;
2. Reviewing and making recommendations for revisions of competency-based curriculum goals and objectives;
3. Addressing areas of non-compliance with ACGME standards;
4. Reviewing the program annually using the prior academic year’s data including evaluations of faulty, residents and others;
5. Rendering a written Annual Program Evaluation (APE), using the format approved by the GMEC, which addresses:
   a. Resident performance
   b. Faculty development
   c. Graduate performance, including performance of program graduates on the certification examination
   d. Program quality
   e. Progress on the previous year’s Improvement Plan
6. Preparing a written Improvement Plan (IP) of action, using the format approved by the GMEC, to
document initiatives to improve performance in one or more of the areas listed in #5 above.
   a. The IP must also delineate how the initiatives will be measured and monitored.
   b. The IP must be reviewed and approved by the teaching faculty and documented in
      minutes.
   c. The APE and IP must be completed and submitted to the Graduate Medical Education
      Office by August 31 of each year.

**Review of Annual Program Evaluations & Improvement Plans**

Annual Program Evaluations (APEs) and Improvement Plans (IPs) for all ACGME-accredited programs
are reviewed by the GMECs. If a GMEC Subcommittee is used, the Subcommittee presents summaries
and recommendations to the GMEC each year as part of the Annual Institutional Review.

**GMEC Subcommittees:** Subcommittees are formed based on the ACGME distributions (hospital,
medical, or surgical) and provide for peer mentoring and development. A resident must serve on each
Subcommittee. The Program Director, or designee, must serve on their assigned subcommittee and fully
participate in developing a consensus recommendation to the GMEC; all program directors are assigned
APE review responsibilities.

Subcommittees review program APEs and IPs beginning September 1. The Subcommittees present to
the GMEC at its November meeting:
   1. Summaries of each APE and IP
   2. Recommendations, including Special Reviews for programs which are deemed underperforming
      in accordance with [Medical Education Policy 236](#).