Overview:
To establish the composition and responsibilities of the Program Evaluation Committee, and to establish a formal, systematic process to annually evaluate the educational effectiveness of the Psychiatry Residency Program curriculum, in accordance with the program evaluation and improvement requirements of the ACGME and the GMEC.

Members:
1. The program director will appoint the Program Evaluation Committee (PEC).
2. The Program Evaluation Committee will be composed of at least 2 members of the residency program’s faculty, and include at least one resident (unless there are no residents enrolled in the program.) The PEC will function in accordance with the written description of its responsibilities, as specified in item 3, below.

Responsibilities:
1. Planning, developing, implementing, and evaluating educational activities of the program;
2. Reviewing and making recommendations for revision of competence-based curriculum goals and objectives;
3. Addressing areas of non-compliance with ACGME standards; and,
4. Reviewing the program annually using evaluations of faculty, residents, and others, as specified below.

The program, through the PEC, must document formal, systematic evaluation of the curriculum at least annually, and is responsible for rendering a written, annual program evaluation.
Reporting:
1. The annual program evaluation will be conducted on or about April of each year, unless rescheduled for other programmatic reasons.

2. Approximately two months prior to the review date, the Program Director will:
   - facilitate the Program Evaluation Committee’s process to establish and announce the date of the review meeting
   - 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 (if not done previously for the academic year under review)

3. At the time of the initial meeting, the Committee will consider:
   - achievement of action plan improvement initiatives identified during the last annual program evaluation
   - 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:
     - aggregate data from general competency assessments
     - Psychiatry Residency In-Training Examination (PRITE) performance
     - case/procedure logs
     - Clinical Skills Exam (CSE)
     - Clinical Competency Committee (CCC) Milestone Evaluation
   - graduate performance, including performance on the certification examination
   - faculty development/education needs and effectiveness of faculty development activities during the past year

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
prepare a written plan of action to document initiatives to improve performance in one or more of these areas:

- resident performance
- faculty development
- graduate performance
- program quality
- continued progress on the previous year’s action plan

The plan will delineate how those performance improvement initiatives will be measured and monitored.

6. The final report and action plan will be 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.

**Meeting:** The PEC will meet no less than quarterly.