

# TOP 10 Tips for Program Evaluation & Improvement



An educational resource brought to you by Margie Kleppick, President & CEC

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## *Look Familiar?*

*“Faculty and residents do not meet formally to annually evaluate the program goals and objectives and assess program effectiveness.”*

*This is a paraphrased version of a frequent ACGME program citation. We find it is often due to lack of understanding of the requirement, rather than lack of willingness or ability to comply. To meet the ACGME program evaluation and improvement requirements (AKA Annual Program Review), and enhance your educational efforts, review the following tips and determine which you can, and will, implement this time around.*

- 1 Know the requirements.** Refer to the Common Program Requirements and your specialty-specific requirements: “Evaluation– Program.”
- 2 Commit to “annual.”** The focus is on the effectiveness of an entire academic year’s curriculum. Monthly or quarterly assessments, even involving the same data and participants, cannot adequately consider the cumulative impact, and will not meet the requirement.
- 3 Pick a date!** Establish a standard date each year to conduct the evaluation. Make it a recognized annual event.
- 4 Create a well-rounded team.** The representative faculty and residents should reflect a variety of opinions. Make the “chronic complainers” part of the solution.
- 5 Prepare well in advance.** Compilation of data and completion of required questionnaires take time to display in a usable format.

**6 Make your data accurate and representative.** Use existing data and establish your own indicators within the parameters required by ACGME.

**7 Take a 30,000-foot view.** Establish short-term and long-term objectives, and implement tools to track your success from year-to-year.

**8 Use the process as a learning activity in PDSA.** Formal performance improvement methodology can become “second nature” once understood.

**9 Utilize your GMEC effectively.** The GMEC has a role in assisting programs in refining the process and in using the results for fulfilling GMEC’s oversight responsibilities.

**10 Engage and make it fun!** Challenge your teams with assigned problems to solve. Charge the program to use the data to generate hypotheses for resolution. Then, debate which ones warrant PDSA application. Creating a participatory format rather than “one more meeting” can make it engaging and fun.

**Want more practical tips and tools to make this all possible? Join us on June 11 for our special one-day, 1.5-hour “Annual Program Review” Telecourse.**



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Learn more about Dr. Henderson at  
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## Prevent & Demystify a Common ACGME Citation

### Annual Program Review

11:30 am-1:00 pm ET ~ Thursday, June 11th

Note: Special One-Session, 1.5-Hour Telecourse

For registration and cost details, visit:

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