

Program Coordinator's Role in CCC, PEC and APE

Clinical Competency Committee

What preparations need to be made for CCC?

- Reserve meeting room
- Send meeting invitations to members' calendars
- Draft agenda – based on previous meeting's action items and any new items to discuss
- Review agenda with committee Chair
- Compile/prepare reports (listed below)
- Email approved agenda to members before meeting (minutes are not sent electronically due to confidential material discussed)
- Order food (only if meeting is held over the lunch hour)

What reports need to be compiled/prepared for CCC?

- Faculty Evaluations of Residents
 - Evaluation Summary Report
 - Aggregate Evaluation Report
 - Aggregate Comments Report
- Nursing Evaluations
 - Nursing Evaluation of EM Residents
- Pharmacy Evaluations
 - Pharmacy Evaluation of EM Residents
- Procedure Log
 - Procedure Log Report
 - Resident Procedure Report
- Productivity/Efficiency Report
 - Productivity Analysis
- Pediatrics Report
 - Resident Pediatric Report
- Exams
 - Reading Club quizzes on Moodle
 - End of Rotation tests on Moodle
 - CORD scored tests – minimum score of 65% required
 - All quiz and test scores are recorded in Excel spreadsheet
 - Averages calculated for each resident
 - CORD test averages compared to national CORD averages
- Professionalism Report
 - Weekly Stars/Overdue Items
 - Number of weekly stars earned tallied/month
 - Number of weekly overdue items tallied/month
 - Number of tardies to conference tallied/month
- Scholarly Activities Report
 - EM QI/PS Activities
 - List of meetings attended for each resident
 - List of IHI modules completed

What is coordinator's role during CCC?

- Take minutes and note action items
- Have all attendees sign attendance sheet
- Assist Chair with any clarifications needed regarding reports
- Assist Chair with any technological difficulties

What is coordinator's role after CCC?

- Collect all minutes and reports to put in confidential shredding box
- Type meeting minutes
- Review minutes with committee Chair (upload to Box or Dropbox)
- Assist Program Director in entering all milestone levels for each resident into ACGME WebAds for Semi-Annual Review
- Ensure that action items are followed up

Program Evaluation Committee

What preparations need to be made for PEC?

- Reserve meeting room
- Send meeting invitations to members' calendars
- Draft agenda – based on previous meeting's action items and any new items to discuss
- Review agenda with committee Chair
- Compile/prepare reports (listed below)
- Email approved agenda to members before meeting with minutes from previous meeting and reports to review during meeting
- Order food (only if meeting is held over the lunch hour)
- Prepare copies of agenda, minutes, and other reports as needed
- Set up meeting room

What reports need to be compiled/prepared for PEC?

- Faculty Evaluations by Residents
 - Evaluation Summary Report
- Rotation Evaluations
 - Report About Rotations That Were Evaluated
- ED Faculty Attendance to EM Resident Conferences
 - Speaker Hours for EM Resident Conference included
- Compliance Report
 - Compliance report
 - To determine how compliant faculty are in completing evaluations on residents

What is coordinator's role during PEC?

- Take minutes and note action items
- Have all attendees sign attendance sheet
- Assist Chair with any clarifications needed regarding reports
- Assist Chair with any technological difficulties

What is coordinator's role after PEC?

- Collect all minutes and reports to put in confidential shredding box
- Type meeting minutes
- Review minutes with committee Chair
- Ensure that action items are followed up

Annual Program Evaluation

What is coordinator's role for administering APE?

- Assist Program Director in creating annual program evaluation questionnaire for faculty and residents (updated annually)
- Ensure faculty and residents have completed ACGME survey by the deadline
- Schedule annual program evaluation for residents and faculty (NI, Med Hub, E*value)
- Remind both faculty and residents to complete evaluation by the deadline
- After deadline, print summary of evaluation results
- Review report with Program Director

What is coordinator's role in review of APE?

- Prepare report for review at Annual Faculty Retreat
- Takes minutes of meeting to note comments, suggestions for improvement, praises
- Submit APE to regional GME to review and approve