

More Than Just Retreats
 How To Perform a Successful Annual Program Evaluation

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Goals and Objectives

- How do you perform a successful APE?
- Who should be involved?
- How do you use this to prepare for the ACGME Self Study, and improve your program?

Goals and Objectives

- Discuss the key components of a successful APE
- Discuss strategies for how to integrate the APE into an ACGME Self Study
- Describe methods for program improvement

Annual Program Evaluation Why is this important?

- Program requirements
- ACGME resident survey
- Self Study

- Recruitment...
 - Happy residents will recruit good applicants.

What are the ACGME requirements?

ACGME Common Program Requirements Annual Program Evaluation

- Program Evaluation Committee (PEC)
 - ≥ 2 faculty members
 - One resident
- Written description of responsibilities
- Review program annually using evaluations of faculty/residents
- Evaluation of curriculum annually



ACGME Common Program Requirements
Annual Program Evaluation

- Write APE
- Residents/faculty must evaluate program confidentially and in writing annually
- Program must use evaluations to improve the program
- Document meeting minutes

ACGME Common Program Requirements
Annual Program Evaluation

- PEC must write *action plans* to document initiatives to improve performance/how measure and monitor
- Program must monitor
 - Resident performance
 - *Faculty development*
 - Progress on previous year's *action plans*
 - Graduate performance-certification exam

APE
Key Components

1. Culture of being open to change/improvement- BE FLEXIBLE
2. Monthly resident meetings
3. Confidential/anonymous written surveys and rotation evaluations
4. Retreats/APE meeting
 - Prep meeting with program leadership
 - Minutes/Action plans
5. Implement changes discussed
6. Monitor action plans year to year

**ACGME Resident Survey
Questions with Low National Means
Evaluations**

- Satisfied that program uses evaluations to improve?
- 75% national compliance
- What are possible solutions?



**Evaluations
Solutions**

- Continuous program improvement
- Frequent resident meetings/retreats
- Culture of being open to feedback
- Many avenues for residents to raise concerns/provide feedback
 - Chief Residents
 - APDs
- Written surveys/evaluations by residents

**ACGME Resident Survey
Questions With Low National Means
Educational Content**

- Appropriate balance for education?
 - 80% national compliance
- Education (not) compromised by service obligations?
 - 69% national compliance
- What are possible solutions?

Educational Content Solutions

1. Listen to feedback from residents
2. Meet with/provide feedback to Rotation Directors
3. Get rid of low yield rotations



ACGME Resident Survey Questions With Low National Means Resources

- Satisfied with process to deal with problems and concerns
 - 81% national compliance
- Residents can raise concerns without fear
 - 82% national compliance

Solutions

- Be open to feedback
- Create safe places for feedback
 - Retreats/resident meetings
 - Anonymous surveys
- Peer support system
- Chief Residents

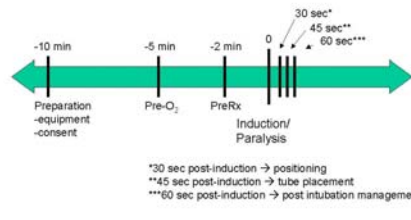
APE Key Components

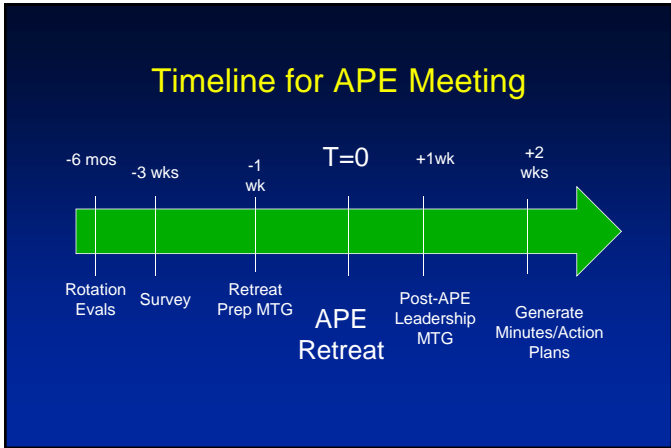
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"Resident Retreats" APE meeting

- Who should be involved?
 - Program leadership
 - As many residents as possible (twice a year)
 - October meeting-all interns
- Goals
 - Resident wellness
 - Program improvement
 - Rotation review
 - Address issues as a group

Timeline of Rapid Sequence Induction Protocol for Oral Endotracheal Intubation





- ### "Resident Retreats" APE meeting
- Preparation
 - Review written rotation evaluations
 - Survey-review results
 - Leadership meeting
 - Identify solutions/explanations in advance
 - Minutes
 - Action plans-track over time/and follow up
 - Residency management program/ACGME form
 - Follow up with leadership team and residents

- ### BIDMC Pre-Retreat Anonymous Survey
1. What do you consider strengths that we should continue to foster?
 2. Areas for improvement?
 3. What concerns do you have about your training/program?
 4. What do you want to see in the program in the NEXT YEAR/five years?
 5. Any recommendations for improving the residency wellness program?

Rotation Evaluation Letters

- Summarize rotation evaluations
- Send letters annually to rotation directors
- Feedback to rotation directors
- Faculty assessment
- Use this data to fix rotations

Other Components of Program Assessment

- Graduate Survey
- Employer survey
- Post-match survey
- ACGME Faculty and Resident Surveys

- Can address these at retreat/APE meeting

Program Evaluation Committee

- Affiliate hospital rotation directors
- Group of affiliated faculty who are invested in program
- Chief residents
- Quarterly meetings
- Evaluation of residents
- Stakeholders to help with Self Study

How does this tie into the ACGME Self Study?

Self Study

1. Summary of program
 2. Strengths
 3. Areas for Improvement (that can be fixed)
 4. Opportunities
 5. Threats
- All of these things flow from the APE/PI process



Self Study Questions

- Significant changes and improvements made over the past five years.
- Your vision and plans for the next 5 years
- Based on your plans, what will “take this to the next level”?

Summary

- Build a culture of Continuous Program Improvement
- Be flexible about making changes
- Systematic APE process
- Will guide the ACGME Self Study process
