**Thoracic & Cardiovascular Residency**

**Program Evaluation Committee Policy**

The goal of this Program Evaluation Committee (PEC) is to oversee curriculum development and program evaluations for the Thoracic & Cardiovascular Surgery

Meeting Schedule: Semi-annually

Composition:

The PEC will have at least three members: two program faculty and one trainee from the program, unless there are not enrolled trainees in the program. Faculty members may include physicians and non-physicians from the Thoracic & Cardiovascular ACGME Residency Program.

The PEC is composed of the following members:

1. Chair and PD: R. Anthony Perez-Tamayo, MD, PhD

2. Jason Frazier, MD Hines VA

3. Resident: Ashok Venkataraman, MD

4. James Lubawski, MD Loyola Thoracic Surgery

5. Jeff Schwartz, MD Loyola Cardiac Surgery

6. Julia Baker, Program Coordinator

The committee’s responsibilities as follows:

* Plan, develop, implement, and evaluate educational activities of the program;
* Review and make recommendations for revision of competency-based curriculum goals and objectives;
* 􀁸 Address areas of non-compliance with ACGME standards;
* Review the program annually using evaluations of faculty, residents or clinical fellows, and others;
* Document on behalf of the program, formal, systematic evaluation of the curriculum

at least annually and render a written Annual Program Evaluation (APE), which must be submitted to the GMEC annually in the Annual Program Director Update;

* Monitor and track each of the following:
* Resident performance;
* Faculty development;
* Graduate performance including performance on certifying examination;
* Program quality; and
* Progress in achieving goals set forth in previous year’s action plan.
* Review recommendations from the Clinical Competency Committee.

The PEC will be provided with confidential resident/clinical fellow and faculty evaluation data by the program’s administrative staff in order to conduct their business.

The program director is ultimately responsible for the work of the PEC. The program director must assure that the annual action plan is reviewed and approved by the program’s teaching faculty.

The approval must be documented in meeting minutes. The program’s annual action plan and report on the program’s progress on initiatives from the previous year’s action plan must be sent to the GME office annually.

Evaluation and Tracking Protocols

Previous meeting’s recommendations are reviewed and any new findings will be discussed and an implementation plan will be developed in conjunction with the Program Director.

Development of written Annual Program Evaluation: This requirement is deployed in our New Innovations system.

Action Plans from PEC meetings: Are noted in the meeting notes.

Effective: GMEC Approved Template 10/21/13

Reviewed: 01/17/2017