Responsibilities:
The role of the Program Evaluation Committee (PEC) is to ensure continuous improvement of the residency program through regular and systematic review of the curriculum, goals and objectives, program evaluations, and other outcomes data. This committee is being established in compliance with ACGME requirements for residency program evaluation. The PEC of this department will do the following:

- Review program evaluations semi-annually;
- Review educational curriculum semi-annually;
- Prepare a written Annual Program Evaluation based on review of the above; and
- Prepare a written plan of action annually, documenting initiatives to improve the program including how they will be measured and monitored in one or more of the following areas:
  - Fellow performance
  - Faculty development
  - Graduate performance
  - Program quality.

Membership
Members of the Program Evaluation Committee will be appointed by the Program Director.

Membership is as follows:
- Program Director
- Associate Program Director
- Fellow representation from each class selected by their class peers. For the August meeting the program director will select the first year fellow (F1) representative but will be chosen by the F1’s for the February meeting. (July meeting will only have HO II, III and Chief Fellow representation, December will include HO I as well)
- CCC faculty members

Members will be expected to:
- Participate actively in planning, developing, implementing, and evaluating educational activities of the program;
- Participate in the review of the current curriculum and make recommendations for revision of competency-based curriculum goals and objectives;
- Review the program annually using evaluations of faculty, fellows, and others and seek additional feedback from other faculty members and fellows regarding program curriculum, quality, and educational initiatives when needed;
- Participate in preparation of the written Annual Program Evaluation and the written Action Plan for program improvement;
- address areas of non-compliance with ACGME standards;
- Attend semi-annual program evaluation meetings; and
- Perform duties as a part of the committee as listed in the responsibilities above.
Process:

- The Program Evaluation Committee will meet two times per year (August and February). Prior to the meetings, committee members may be assigned to review and present materials to be discussed on that date.

- The Chair of the PEC will be the Program Director.

- Once materials for review become available (e.g. annual program evaluations from faculty and fellows, ACGME evaluations), they may be distributed to PEC members.

- In August, following the completion of the previous academic year, the committee will provide input into the substance of the written Annual Program Evaluation and the written Action Plan for program improvement. All program evaluations (faculty and fellow by program and ACGME) will be taken into consideration. The Program Director will complete final preparation of these documents using the PEC’s input.

- In February, a review of the action plan will occur as well as discussion of program developments since the completion of the APE.