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**TITLE:** Program Evaluation Committee

**PURPOSE:** This policy delineates the Accreditation Council for Graduate Medical Education (ACGME) requirement for convening a Program Evaluation Committee (PEC) to conduct and document the Annual Program Evaluation (APE).

**POLICY STATEMENT:** Each UVM Medical Center GME residency and fellowship program must have a Program Evaluation Committee (PEC) that functions in compliance with both the ACGME common program and specialty/subspecialty Review Committee (RC) requirements.

**PROCEDURE:** Each residency and fellowship GME program director must appoint the PEC. The PEC must be composed of at least two program faculty members, at least one of whom must be a core faculty member, at least one resident/fellow (unless the GME program lacks a resident/fellow), and the GME Program Administrator. Faculty members may include physician and non-physician faculty members identified in ACGME Accreditation Data System.

1. Each UVM Medical Center GME program must have a written PEC process.
  - The PEC process must adhere to the ACGME Common and RC specific Program Evaluation and Improvement requirements (ACGME CPR, RC V.C.).
2. The PEC must meet at least annually even if there are no residents/fellows enrolled in the training program. Meeting minutes are required that document the execution of the PEC responsibilities.
3. Each GME program director is responsible for submitting the Annual Program Evaluation Survey and PEC report, which includes the action plan, to the DIO.

**REFERENCES:** ACGME Common Program Requirements V.C.

**REVIEWERS:** Vanessa Goodwin, Dir GME

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