



Annual Program Evaluation Policy # 031.000

INITIAL EFFECTIVE DATE: 7/9/2026	LAST REVISION DATE: 6/4/2026	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Graduate Medical Education
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POLICY STATEMENT

All ACGME-accredited residency and fellowship programs at Florida International University (FIU) must conduct a comprehensive Annual Program Evaluation (APE) to assess program effectiveness, ensure continuous improvement, and maintain compliance with Accreditation Council for Graduate Medical Education (ACGME) requirements. The evaluation must result in a documented action plan addressing identified areas for improvement and must be reviewed through institutional oversight mechanisms.

SCOPE

This policy applies to all FIU-sponsored ACGME-accredited residency and fellowship programs, including Program Directors, faculty, residents/fellows, and program administrators involved in program evaluation and improvement processes.

REASON FOR POLICY

The Annual Program Evaluation is required to ensure ongoing program quality, continuous improvement, and compliance with ACGME standards. It supports institutional oversight responsibilities and program accountability for educational outcomes, resident/fellow performance, and learning environment quality.

DEFINITIONS

TERM	DEFINITION
Action Plan	A documented plan outlining improvements, timelines, and responsible parties based on APE findings.
Annual Program Evaluation (APE)	A formal, structured review conducted annually by each program to evaluate educational effectiveness, outcomes, and program quality.
GMEC	Graduate Medical Education Committee responsible for institutional oversight of program evaluations and compliance.
Program Evaluation Committee (PEC)	A designated group of faculty and at least one resident/fellow responsible for conducting the Annual Program Evaluation.
ROLES AND RESPONSIBILITIES	



Program Director (PD)

- Ensures completion of the Annual Program Evaluation.
- Oversees development and implementation of the action plan.
- Reviews outcomes with faculty and residents/fellows.

Program Evaluation Committee (PEC)

- Conducts the Annual Program Evaluation.
- Reviews program data, outcomes, and feedback.
- Develop recommendations and action plans.

Residents/Fellows

- Participate in the evaluation process.
- Provide feedback on program quality, curriculum, and learning environment.

Faculty

- Contribute to evaluation discussions and improvement strategies.
- Participate in the implementation of action plans.

Office of Graduate Medical Education (OGME)

- Provides guidance and oversight.
- Ensure compliance with institutional and ACGME requirements.

Graduate Medical Education Committee (GMEC)

- Reviews Annual Program Evaluation outcomes as part of institutional oversight.
- Monitors program performance and improvement efforts.

PROCEDURE

Each ACGME-accredited program must conduct an Annual Program Evaluation (APE) at least once per academic year using a structured and documented process.

1. Formation of Program Evaluation Committee (PEC)

- Must include at least two faculty members (not PD/APD) and at least one resident/fellow.
- Members should be actively involved in program improvement.

2. Data Collection and Review

The PEC must review, at a minimum:

- Aggregate resident/fellow performance and milestone data
- Faculty evaluations
- ACGME survey results (resident/fellow and faculty)
- Board pass rates (if applicable)
- Recruitment and retention data
- Case logs and procedural volumes
- Scholarly activity



- Patient safety and quality improvement involvement
- Program-specific metrics and outcomes

3. Program Evaluation Meeting

- Conducted annually with PEC members **around April-May-June, but no later than June 30th.**
- May include additional stakeholders as appropriate.
- Discussion must focus on strengths, areas for improvement, and trends.

4. Action Plan Development

The PEC must:

- Identify areas for improvement
- Develop measurable goals
- Assign responsible individuals
- Establish timelines for completion

5. Documentation

- **A written Annual Program Evaluation report must be completed using the OGME provided template and sent to the DIO no later than the third Friday of July.**
- Documentation must include:
 - Summary of findings
 - Action plan
 - Evidence of discussion

6. Review and Oversight

- Program Director reviews and approves the APE.
- Results must be available for GMEC review upon request.
- GMEC monitors program improvement as part of institutional oversight.

7. Follow-Up and Monitoring

- Programs must track progress on action plans.
- Updates should be reviewed at least annually and incorporated into subsequent APE cycles.

RELATED RESOURCES

FIU GME Policies Library
Annual Institutional Review (AIR) Policy
Program Evaluation Committee (PEC) Guidelines

CONTACTS

Graduate Medical Education, DIO



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HISTORY

Initial Effective Date: 7/9/2026

Review Dates 6/4/2026

Revision Dates 6/4/2026