

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER AT EL PASO**  
**Paul L. Foster School of Medicine**  
**GRADUATE MEDICAL EDUCATION**  
**Policy**

**TITLE:** Annual Program Evaluation Policy

**PURPOSE:** To achieve its mission and educate and train quality physicians, a program must evaluate its performance and plan for improvement in the Annual Program Evaluation. Performance of residents and faculty members is a reflection of program quality, and can use metrics that reflect the goals that a program has set for itself. The Program Evaluation Committee utilizes outcome parameters and other data to assess the program's progress toward achievement of its goals and aims. The Program Evaluation Committee advises the program director through program oversight.

**REVIEW:** This policy will be reviewed every two years by the Graduate Medical Education Committee (GMEC).

**POLICY STATEMENT:** The program director must appoint the Program Evaluation Committee to conduct and document the Annual Program Evaluation as part of the program's continuous improvement process.

- The Program Evaluation Committee must be composed of at least two program faculty members, at least one of whom is a core faculty member, and at least one resident.
- Program Evaluation Committee responsibilities must include review of the program's self-determined goals and progress toward meeting them.
- Program Evaluation Committee responsibilities must include guiding ongoing program improvement, including development of new goals, based upon outcomes.
- Program Evaluation Committee responsibilities must include review of the current operating environment to identify strengths, challenges, opportunities, and threats as related to the program's mission and aims.
- The Program Evaluation Committee should consider the outcomes from prior Annual Program Evaluation(s), aggregate resident and faculty written evaluations of the program, and other relevant data in its assessment of the program.
- The Program Evaluation Committee must evaluate the program's mission and aims, strengths, areas for improvement, and threats.
- The Annual Program Evaluation, including the action plan, must be distributed to and discussed with the residents and the members of the teaching faculty, and be submitted to the DIO.
- The program must complete a Self-Study and submit it to the DIO.