

## MEMORANDUM FOR RECORD

SUBJECT: Program Evaluation and Improvement of Madigan GME Training Programs

1. Program Evaluation and Improvement (V.C.) is an annual, common requirement for all ACGME accredited programs. Program directors are expected to lead an ongoing effort to monitor and improve the quality and effectiveness of their training programs. Programs will develop and implement methods for systematically collecting and analyzing data in the following areas: resident performance, faculty development, graduate performance, and program quality. This memorandum establishes the institution's policy for how all Madigan GME training programs will meet and document this requirement, and how the institution provides the appropriate level of required oversight.
2. Program directors with their educational committee or faculty will conduct an annual meeting to meet the requirements for evaluating and improving their training programs. Written minutes will be submitted to the Director of Medical Education by 30 June. The minutes will be submitted using the example format which meets ACGME requirements.
3. This annual meeting requires the collection of data to improve the program as outlined in the example format. Program directors are responsible for collecting this information prior to the meeting so it can be discussed and reflected in the minutes prior to the submission deadline. Some specialty requirements also outline additional information that must be documented in the annual review. Programs are responsible for reviewing their individual requirements and including those requirements in the minutes.
4. All minutes will reflect a faculty action plan to improve some aspect of the program based on the data that was gathered.
5. After 30 June, each ACGME program director and his or her coordinator will meet with the Director of Medical Education (DME), Associate DME, and institutional coordinator to review the minutes and annual Accreditation Data System (ADS) entries on the ACGME site prior to electronic submission. Non-ACGME program directors will meet to discuss their program evaluation and improvement minutes only.
6. POC is the undersigned at 253.968.0197 or [stephen.salerno@us.army.mil](mailto:stephen.salerno@us.army.mil).

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