MCHJ-\_\_ Date

MEMORANDUM FOR Director, Medical Education, Madigan Healthcare System, Tacoma, Washington 98431

SUBJECT: \_\_\_\_\_Residency Annual Program Evaluation and Improvement Minutes

1. The \_ Residency Program Education Committee met on date at time hours in the \_ Conference Room. Dr. \_ presided over the meeting.

2. ATTENDANCE:

Program Director: \_\_

Assistant Director: \_\_

Program Coordinator: \_\_

Core Faculty: \_\_

Faculty Members: \_\_

Resident Representatives: \_\_

3. Program Overview

 a. Program accreditation:

 b. Curriculum:

 c. Toolbox of assessment methods:

 d. Program compliance:

4. Residence Performance

 a. In-training examination results:

 b. Resident presentations and publications:

 c. Simulation assessments:

 d. Procedures and surgical cases:

 e. Attainment of milestones:

5. Faculty DEVELOPMENT

1. Faculty scholarly activity:

 b. Faculty specialty-specific CME activities:

 c. Faculty teaching development CME activities:

6. Graduate Performance

 a. Board certification examination results:

 b. Graduate survey results:

7. Program Quality

 a. Resident evaluation of faculty:

 b. Resident evaluation of rotations:

 c. Resident evaluation of program:

 d. Faculty evaluation of program:

 e. ACGME resident survey results:

 f. ACGME faculty survey results:

8. Faculty Action Plan To Improve Program – The program overview, resident performance, faculty development, graduate performance, and program quality data outlined in this meeting were discussed in detail. Key items to focus change for the upcoming academic year are outlined below along with the name of the faculty member leading the change. The progress of these items will be monitored at future educational committee meetings.

 a. Resident Performance

 (1)

 b. Faculty Development

 (1)

 c. Graduate Performance

 (1)

 d. Program Quality

 (1)

9. RAW DATA FOR PROGRAM EVALUATION: These Annual Curriculum Review minutes provide a summary of specific data obtained for the purposes of program improvement. All education committee members were able to view specific raw data on rotation, faculty, and program evaluations prior to the meeting. This abundant amount of specific data is on file electronically. For the purpose of these meeting minutes, only the comprehensive slide set handout is being used as an enclosure (Encl 1).

10. ADJOURNMENT: The meeting adjourned at \_\_ hours.

 JOHN E. DIRECTOR

 LTC, MC

 Director, \_\_\_\_\_ Program

APPROVED/DISAPPROVED

STEPHEN M. SALERNO

COL, MC

Director, Medical Education