

The Annual Program Evaluation (APE)

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Top 10 List

1. Visit the ACGME Self-Study page for APE templates or acquire from your institution
<http://www.acgme.org/What-We-Do/Accreditation/Site-Visit/Eight-Steps-to-Prepare-for-the-10-Year-Accreditation-Site-Visit>
2. Make a list of what documents you need to review; visit the ACGME Self-Study page for suggestions
3. Track your action and improvement activities every year- this will help with the Self-Study
4. Collect and complete portions of the APE as they come in throughout the year
5. Treat the APE and supplemental improvement activities as living documents; update regularly
6. Try to pull together your Program Evaluation Committee (PEC) at least semi-annually, even if electronically (don't forget two faculty and a resident!)
7. Assign sections of the APE for in-depth review to PEC members; have them provide summaries at the PEC meeting
8. Utilize your program coordinator to help with data collection and coordination
9. The APE does not go to the ACGME, be honest in it! A thorough review now prevents possible ACGME issued citations and areas for improvement in the future
10. Look ahead to the proposed revision to the Common Program Requirements; ask yourself what are you missing now?
<http://www.acgme.org/What-We-Do/Accreditation/Common-Program-Requirements/In-Revision>