Sample Timeline for Planning an APE

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| *Person(s) Resp* | *April* | *May* | *June* | *July* | *August* | *September* |
| Program Coordinators | * Prep APE document for the current year * Schedule APE Meeting (include ALL trainees, faculty, leadership, administrative staff, and other persons who work with the program’s trainees) | * Send out faculty/trainee end of the year survey (minimum 3 weeks) * Track compliance (trainees/faculty) * Send emails to encourage better compliance * Work with PEC Chair to develop agendas for the PEC | * Track compliance (trainees/faculty) * Work with PEC Chair to develop agendas for the PEC * Work with PEC Chair to develop agendas for the PEC | * Compile year-end data * Rotation information * Results of trainee/ faculty surveys * Track down missing information * Schedule Pre-APE Meeting * Analyze Reports * Create Visuals * Publicize upcoming APE * Work with PEC Chair to develop agendas for the PEC | * Plan to publicize the upcoming APE * Update PEC Chair regarding any concerns for the final document | * Pre-APE Meeting w/ PEC Chair * Capture/report on elements that Pre-APE meeting requests * Get final approval of trended data (trainee/ faculty) * Create final version of APE * Email APE Report (1 week before) |
| PEC | * Mark your calendars for all meetings and tasks * Create list of reports * Develop plan for surveys for trainees & faculty | * Review data that can be be compiled prior to the end of the academic year * In-training exam scores * Faculty development activities * Board pass rate | * Review ACGME surveys * Begin to consider what action items for the APE, keeping in mind that the APE meeting gathering will add to and finalize the action plans | * Review year-end data * Determine final reports | * Analyze data * Determine reports needing visuals for improved comprehension * Update tracking document one final time | * Final Decisions: about APE * Who will facilitate * What will be handed out at the meeting |

A close up of a logo

Description generated with very high confidence