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
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 | * 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)
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| 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
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