Program Evaluation Committee (PEC) Template

Partners®
in Medical Education Inc.

Agenda

- Role of the PEC Members
- ACGME Requirements
- Standing Reports
  - Work Hour Violations Review
  - Issues/Concerns with Evaluation Processes
  - Issues/Concerns with Clinical Learning Environment
- 1-2 to Service/Rotation Presentations by the Rotation/Service/Site Directors

ACGME REQUIREMENTS

V.C. Program Evaluation and Improvement

The Program Evaluation Committee:
1. The program director must appoint the Program Evaluation Committee (PEC)
2. Must be composed of at least two program faculty members and should include at least one resident;
3. Must have a written description of its responsibilities; and, should participate actively in:

- **planning, developing, implementing**, and **evaluating** educational activities of the program;
- **reviewing and making recommendations** for revision of competency-based curriculum goals and objectives;
- **addressing** areas of non-compliance with ACGME standards; and,
- **reviewing** the program annually using evaluations of faculty, residents, and others

Role of PEC Members

- Be respectful of other's viewpoints
- Bring an open mind
- Be prepared with possible solutions
- Be in touch with your peers/colleagues so that your voice reflects their thoughts
- Be professional when discussing the business of the committee outside the committee

Adjourn

- Between meetings:
  - Meet with peers to discuss PEC purpose and possible items to be brought to next meeting
  - Items should be emailed/communicated to PEC members or Chair of PEC