Planning Sheet Template for Annual Program Evaluation (APE)

Item	Type of Activity	Data Source	Currently Exists	Notes	Who?	Due Date
Curriculum (quality of rotations/services)	Report	RMS	Y			
Outcomes from prior APE	Report	Outcomes in PEC File; Updated at each PEC monthly meeting	N			
ACGME letters of notifications	Document	ADS	Y			
ACGME Citations	Document	ADS	Y			
ACGME AFI/Concerns	Document	ADS	Y			
Quality and safety of patient care	Report		N			
Aggregate						
Resident Well-being - ACGME Survey	Document	ADS	Y			
Resident Well-being - Internal Survey	Survey	PEC Files	Y			
Faculty Well-being - ACGME Survey	Document	ADS	Y			
Faculty Well-being - Internal Survey	Survey	PEC Files	N			
Resident Recruitment	Report	AIR	Y			
Resident Retention	Report		N			
Faculty Recruitment	Report		N			
Faculty Retention	Report		N			
Resident Workforce Diversity	Report		Y			
Faculty Workforce Diversity	Report		N			
Resident Engagement in QI/PS	Report	See tab for resident Engagement QI/PS	N			
Faculty Engagement in QI/PS	Report	See tab for resident Engagement QI/PS	N			
Resident Scholarly Activity	Report	Tracking document	Y			
Faculty Scholarly Activity	Report	ADS Fall update	N			
Resident ACGME Survey	Document	ADS	Y			
Faculty ACGME Survey	Document	ADS	Y			
Resident internal survey/comments	Survey	PEC Files	Y			
Faculty internal survey/comments	Survey	PEC Files	Y			
Aggregate Resident:						
Achievement of milestones	Report	RMS	Y			
ITE	Report	ITE Report	Y			
Board Pass Rate	Report	Specialty Report	N			
Certification Rate	Report		N			
Graduate Performance	Report		N			
Aggregate Faculty						
Evaluations	Report	RMS	Y			
Professional Development	Report	Faculty Meeting Files	Y			
Other Activities:						
Review/Revise AIMs	Revised AIMs	PEC Files	N			
Annual SWOT Discussion	SWOT Report		N			

RMS = Residency Management System (e-Value, New Innovations, MedHub, MyEvaluations, etc.)