**Program: Critical Care Medicine**

**Policy: Program Evaluation Committee – Roles and Responsibilities**

Program Director: Danielle Davison, MD

Associate Program Director: Katrina Hawkins, MD

Last Revision: July, 2015

**Purpose:** The George Washington Fellowship Program in Critical Care Medicine, as required by ACGME, utilizes a Program Evaluation Committee (PEC) in its evaluation of Program Performance. This document serves as the written description of its responsibilities.

**Committee Membership:** The program director appoints the PEC which consists of at minimum of 2 faculty and at least one fellow member as follows:

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| --- | --- | --- | --- |
|  | **Committee Role** | **Program Role** | **Term** |
| **Dr. M. Seneff** | Chairman | Core Faculty | 3 years |
| **Dr. K. Hawkins** | Member | Core Faculty | 3 years |
| **Dr. C. Junker** | Member | Faculty | 3 years |
| **Senior Fellow**  | Member | Senior Fellow Rep | Duration of fellowship |
| **Dr. Danielle Davison** | Observer | Program Director | Duration of role as Program Director |
| **Other Critical Care Faculty as available for meeting of program review** | Observer | Faculty | Duration of faculty position |

**Committee Meetings:** The committee shall meet, at a minimum once each spring following ACGME faculty and resident surveys, evaluation of program by faculty and by current and former fellows.

**Responsibilities:**

1. Review the educational program and recommend changes to improve the fellows’ experience and performance.
2. Review the fellows and attendings evaluation of the program, including the annual ACGME faculty and resident survey.
3. Review the performance on in-service exam, post-graduate evaluation and graduate’s performance in the community
4. Review any program citations or concerns and monitor improvement measures
5. **Render a written annual program evaluation which include**
	1. **Summary of the findings of the program evaluation committee**
	2. **Detailed listing which include**
		1. **Goals to improve and measure improvement**
		2. **Timeline to evaluation progress of remediation**