



**Program Evaluation Committee: Definition, Roles, Responsibilities
Developmental and Behavioral Pediatrics Fellowship
V1. February, 2021**

Program Evaluation Committee ACGME Roles and Responsibilities:

- The PEC 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 requirements
 - annually reviewing the program using evaluations of faculty members, fellows, and others
- Some PECs review fellows' Milestones assessments to determine weak points in curricular elements of the program in order to make necessary changes.
- End product: **Annual Program Evaluation**

Program Evaluation Committee Membership

- Minimum of
 - 2 Fellows
 - 2 Faculty (one of whom needs to be a Core Faculty Member)
 - DBP Program Director(s)
 - Appointment to Committee reviewed on an annual basis at the end of every academic year (June)

Roles Program Evaluation Committee in DBP

- Review ACGME Annual Survey results
- Complete Annual Program Evaluation (June) – utilize information gathered from semi-annual program evaluation
- Complete Internal Review of Fellowship Program Semiannually (Use Semi-Annual Program Evaluation Template)
 - Formal Meetings to review evaluation content semi-annually in November, May
 - Semi-Annual Program Evaluation will be used for program improvement in the intervening six months
 - Content to be used for completing Semi-Annual Evaluation
 - Electronic Evaluations distributed April, October to Fellows and Faculty (core and not core)
 - Feedback from Semi-annual meeting to discuss fellowship (to occur in April, October)
 - Electronic Evaluation Content: See Appendix 1
- Plan, develop, and evaluate educational activities of the program (ad hoc meetings of members of committee may occur in ongoing quality improvement)
 - Development of Fellowship AIMS - See Appendix 2 – goal to be complete by July 1, 2021
 - Clinical Educational Activities –
 - Development of learning objectives for each clinical rotation – Goal to be complete by December 2021



Roles Program Evaluation Committee in DBP (continued)

- Link each clinical rotation to DBP Content Specifications (Erika & Anisha did this for 1st-year of fellowship) – goal to be complete by December, 2021
- Development of Expectations for Fellows for each clinical rotation – Goal to be complete by July, 2022
- Share learning objectives with faculty and fellows in before each clinical rotation
- Didactic/Formal Educational Activities
 - Development of learning objectives for each educational activity
 - Link to DBP Content Specifications
 - Educational activities could include the following:
- NDV teaching rounds (in process) – goal to be scheduled by December, 2021
 - Core DBP content lead by faculty
 - Adverse Event Analysis Case included at least annually within NDV teaching rounds
 - Include Workshops on race/bias in curriculum Consider:
 - **Racism:** MedEdPORTAL “I Didn't Know What to Say': Responding to Racism, Discrimination, & Microaggressions”,
 - **Sensitivity/Bias:** SCH “CONNECT Program” Julia Mitzel & Zinner met w/Jane Gregg & Manuel Arambul 28 Jan. Likely workshop and/or small group (they'll provide select recommendations early Feb.)
 - **Peace Circles:** UW SOM Climate
 - Consider **Intro to Disability Justice** as group viewing or social event w/discussion (*Sound Theatre Co.* w/ChrisTiana ObeySumner, suggested by Erika following Sins Invalid viewing)
 - Wellness training: **Module options (Sam's website):** Maybe Rounds w/extended time:
 - LIFE Curriculum
 - AMA trainee burnout
 - Mayo's Fellow Well-Being Index
- Fellow DBP Board Review (not yet developed) – Discuss implementation July 1, 2021
- *Development of Annual Bootcamp*
- Annual fellowship orientation (in process) – goal to be developed by July 1, 2021
- Review wellness resources:
 - **Wellness Corner:** UW GME (all fellows & faculty should sign up for newsletter)
 - **Wellness Counseling:** Ensure fellows are aware (UW GME)
- Resources to Support PEC Work
 - **PEC Support:** Consider MedEdPORTAL's “Best Practices for Building & Supporting Effective ACGME-Mandated PECs” to define roles of PEC, & develop APE to plan/initiate/sustain QI.
 - **Curricular Support**
 - ABP DBP Content Outline
 - MAMC's Content Specs for DBP Fellow Collaboration Project (*study guide*)
 - DB:PREP Review Course
 - DB:PREP monthly questions
 - Unite all educators: Annual Teaching Skills workshop
 - Reading List:
 - 5 Core DBP topics (3 per topic):
 - *ASD, ADHD, CP, NTD, ID*