

**University of Pittsburgh Department of Ophthalmology
Annual Program Evaluation**

Program Director	Core Program Director: (if applicable)	Department Chair:
Program Length:	# Approved positions:	# Filled positions:
Prior Training Required: (if yes) specialty	Primary Teaching Site:	Participating Institutions
Accrediting Organization: Original Accreditation Status:	Last External site visit:	Previous Internal Review:
Current Accreditation Status:	Next External site visit:	Accreditation Cycle:

Attendees:
 Program Director:
 Faculty Members:
 Residents:
 Program Coordinator/Administrator:

Agenda	Reviewed	Discussion/Action Plan
1. Current RRC program specific, common & institutional requirements		
2. Review most recent RRC Letter of Notification to ensure you have addressed all concerns/citations		
3. Review your most recent Internal Review summary to ensure you have addressed all concerns/citations.		
4. a. overall program educational goals b. goals and objectives for each assignment c. goals and objectives for each educational level of training (each of the above must be written in competency based format)		
5. Didactic curriculum (including topics on resident stress/fatigue)		
6. Clinical curriculum - effectiveness of inpatient and ambulatory teaching experience (structure, evaluation of/by residents, case mix)		
7. Volume and variety of patients and procedures (review case logs if applicable)		

8. Participating training sites to ensure educational objectives are being met. (Review Letters of Agreement and Master Affiliation Agreements to ensure they are current, i.e., not greater than 5 years old, program director/site director are current)		
9. Summary of overall program evaluations completed by both faculty and residents/fellows.		
10. Results from internal or external resident surveys, if available.		
11. Financial and administrative support		
12. Quality of supervision		
13. Performance/effectiveness of faculty members (based on summary of trainee evaluations of faculty including clinical knowledge and teaching ability, scholarly activity, professionalism and commitment to the program)		
14. Faculty Development (Review and track program's efforts regarding faculty development, i.e., continuous efforts to integrate General Competencies into the curriculum and innovative ways to measure outcomes of program's success)		
15. Quality improvement efforts –resident involvement (track all QI initiatives, including resident participation on departmental and/or any hospital committees.		
16. Review Post-Graduate Performance tools, including results of certification exam and summary of post graduate evaluations		
17. Review Recruitment results/selection process		
18. Review Duty Hours Standards and ensure compliance		
19. Review and track all research/ scholarly activities faculty & residents/fellows		

If deficiencies are found, the program should prepare a written plan of action to document initiatives to improve performance in the areas that have been identified. The action plan should be reviewed and approved by the program/department Education Committee (or equivalent body) and documented in meeting minutes. An electronic copy of the meeting minutes should be sent to the ACGME/NRMP Designated Institutional Official (DIO): Dr. Rita M. Patel (patelrm@upmc.edu)