

## Annual Program Evaluation and Review

Updated 2017-05

1. Schedule APE meeting to take place no later than June; notify ODIO for attendance.
2. **“Annual Program Evaluation Template”**. To plan your agenda and supporting document collection.  
*Link to form (refer to Step #3 on the Self-Study tab)*  
<http://www.acgme.org/What-We-Do/Accreditation>
3. **“New Innovations APE Survey”**. Sent by Institution via NI for Institutional data collection and Institutional review. Must be completed one week prior to scheduled APE. *Form distributed to PDs via New Innovations.*
4. **“ODIO GMEC APE Summary”**. ODIO member in attendance will use this form to document oversight of the Program during the meeting. Program will be allowed to review the final for accuracy before it is submitted at next GMEC.
5. Once **priority** action items are determined by the Program, the **“APE Action Plan and Follow Up Template”** is completed and maintained by the Program for annual tracking at each APE going forward.  
*Link to form (refer to Step #3 on the Self-Study tab)*  
<http://www.acgme.org/What-We-Do/Accreditation>
6. Program to enter **priority** action items to New Innovation Accreditation/Action Plan section for ongoing ODIO tracking throughout the year.
7. Citation information, if any, should also be entered into NI.