

Reference number : VUNI.47\_1  
Published by : VinUni Office  
Published date : 30 May 2023  
Applicable Department : College of Health Sciences

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## 1. ABBREVIATIONS AND DEFINITIONS

- **Accreditation Council for Graduate Medical Education International (ACGME-I):** accredits Sponsoring Institutions and residency and fellowship programs, confers recognition on additional program formats or components, and dedicates resources to initiatives addressing areas of importance in graduate medical education.
- **Clinical Competency Committee (CCC):** A required body comprising three or more members of the active teaching faculty that is advisory to the program director and reviews the progress of all residents or fellows in the program.
- **Designated Institutional Official (DIO):** The individual in a sponsoring institution who has the authority and responsibility for oversight and responsibility of all ACGME-I accredited programs.
- **Graduate Medical Education Committee (GMEC):** An institutional committee of the College of Health Sciences charged with the responsibility of monitoring and advising on all aspects of institutional, resident and fellowship education as required by the ACGME-I.
- **Program Evaluation Committee (PEC):** A required body that provides a systematic collection and analysis of information related to the design, implementation, and outcomes of a graduate medical education program for the purpose of monitoring and improving the quality and effectiveness of the program.
- **Program Director (PD):** The individual designated with authority and accountability for the operation of a residency/fellowship program.
- **Trainee:** a physician in training at an ACGME-I accredited graduate medical education program, the term includes Interns, Residents, and Fellows or other trainee enrolled in an educational program whose education falls under the purview of the ESFCOM Office of Graduate Medical Education.

## 2. RATIONALE

The ACGME-I requires that a Sponsoring Institution provide graduate medical education (GME) that facilitates residents' and fellows' professional, ethical, and personal development. The Sponsoring Institution and its GME programs, through curricula, evaluation, and resident/fellow supervision, must support safe and appropriate patient care. Further, the ACGME-I requires that an organized administrative system, led by a Designated Institutional Official (DIO) in collaboration with a Graduate Medical Education Committee (GMEC), must oversee all ACGME-I-accredited programs in the Sponsoring Institution. In addition, each ACGME-I accredited program must have a Program Evaluation Committee (PEC). The presence of a PEC serves to perform formal, systematic evaluations

of the program and document this in the Annual Program Evaluation (APE) as part of the program's continuous improvement process in compliance with ACGME-I requirements.

### **3. TERMS OF REFERENCE / ROLE OF EACH MEMBER**

The VinUniversity PEC will fulfill the following responsibilities mandated by the ACGME-I. Of note the PEC shall have no voting role or responsibility. Their role is solely in an advisory role and will develop reports to the Program Director.

#### ACGME-I Mandatory PEC Responsibilities

- Act as an advisor to the program director, through program oversight;
- Review the program's self-determined goals and progress toward meeting them;
- Guide ongoing program improvement, including development of new goals, based upon outcomes;
- Review the current operating environment to identify strengths, challenges, opportunities, and threats as related to the program's mission and aims;
- Plan, develop, implement, and evaluate educational activities of the program;
- Review and make recommendations for revision of competency-based curriculum goals and objectives;
- Annually review the program using evaluations from faculty members, residents, and others;
- Review the GMEC internal review of the program with recommended action plans;
- Address areas of non-compliance with ACGME-I standards; and,
- Create the annual program evaluation (APE) review document to include the action plan
- Distribute annual review to faculty and residents
- Submit the review to the DIO via the GMEC

### **4. MEMBERSHIP**

The PEC shall include a minimum of three (3) program faculty members, at least one (1) of whom is a core faculty member. It also must include resident representatives from different years of the educational program. Members shall be appointed by the PD.

### **5. MEETINGS**

The VinUniversity PEC will meet at least every year and maintain written minutes.

### **6. QUORUM**

A simple majority of members, present in person, via videoconference, or via phone, will constitute a quorum of the VinUniversity PEC.

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**Developed by: CHS Vice Dean**  
**Reviewed by: GMEC**  
**Approved by: CHS Dean**