Suggested Annual Program Evaluation Multiyear Action Plan and Follow-up Template

*Please complete and submit this document along with the APE. The document that you submit to the GME Office should contain at least two academic years' worth of data – i.e., **action plan(s) from the prior year** <u>and</u> **action plan(s) from the current Program Evaluation Committee (PEC) meeting**. For the current year's action plan please leave "Date Instituted" and "Status" columns blank – you will add this information after you do the follow-up and reassessment.*

Programs should use this template to track areas for improvement from the Annual Program Evaluations across multiple years – adding new action plans to this form each year and checking the status of prior action plans (where applicable). You also may use attachments or appendices if additional detail is relevant to tracking a given issue.

The intent is to create a summary of improvements achieved, and a working list of areas that are still in need of attention – which will be used by the programs in preparation for the Self-Study. *(Note: This form should NOT be shared with the Review Committee or with ACGME site visitors during accreditation site visits). Formatted to print on legal-sized paper.*

	Areas for improvement from (AY 2022-23)	Intervention or initiative	Individual(s) responsible and resources	Expected resolution (outcome measures)	Follow-up date for reassessment	Date instituted	Status (resolved, partially resolved, not resolved) and explain detail
1							
2							
3							
….							
	Areas for improvement from (AY 2023-24)	Intervention or initiative	Individual(s) responsible and resources	Expected resolution (outcome measures)	Follow-up date for reassessment	Date instituted	Status (resolved, partially resolved, not resolved) and explain detail
1							
2							
3							