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| **V:\Logo\SIU SOM logo 1.2017.jpg** | Name of Policy:  **APE COMPLETION POLICY** | |
| Last Approval Date:  **May 19, 2023** | Effective Date:  **May 19, 2023** |

Each ACGME accredited program must conduct an Annual Program Evaluation (APE) in compliance with the ACGME Common Program Requirements under Program Evaluation and Improvement. Full details can be found at the following link to the CPRs: <http://www.acgme.org/What-We-Do/Accreditation/Common-Program-Requirements>.

Programs are required to record baseline information about their APE in New Innovations (NI). Action Plans/SMART Goals, including progress, completion, and follow-up on previous years’ Action Plans must be uploaded to NI. Annually, GMEC will review the APE of all programs.

Programs are required to submit the APE in NI by July 31. It is recommended that programs conduct their APE sometime between May and early July. This gives the PEC access to current ACGME Resident and Faculty Survey results (released in May), the program’s annual confidential review of the program by residents and faculty, as well as the SIU End of Year Evaluation feedback (released in June), and allows time for programs to address any items of concern from ACGME surveys in their APE action plan and WebADS updates.

An APE Information Guide is available to all program directors and coordinators on the New Innovations home page.