



University at Buffalo
The State University of New York
Graduate Medical Education

MEMO

To: Program Directors

From: Roseanne C. Berger, M.D.
Senior Associate Dean for Graduate Medical Education

Susan M. Orrange, Ed.M.
Director, GME Programming & Services

Re: Residency Program Annual Evaluation & Improvement

Date: December 4, 2007

The ACGME Common Program Requirements (V. C.) state that

"The program must document formal, systematic evaluation of the curriculum at least annually."

The requirements also give clear guidance as to who should be involved in the evaluation, what materials should be reviewed, along with expected follow-up procedures.

To help our programs meet this requirement, and to ensure institutional oversight (there are currently programs with RRC citations in this area), the GMEC expects programs to report on this meeting annually. A reporting tool has been created to help programs be sure they are meeting all the requirements.

Please complete the enclosed *Residency Program Annual Evaluation & Improvement Tool* for the 2006-2007 academic year. The data from the Institution-wide Program Evaluation Survey (available online with 3 year comparisons circulated in August) and all other ACGME required materials should be considered in this evaluation.

Return the attached *Residency Program Annual Evaluation & Improvement Tool* to Susan Orrange (sorrance@buffalo.edu or fax: 829-3999) **by Tuesday, January 15, 2008**. The GMEC will be reviewing all program responses.

Thank you.

cc: Program Coordinators
GMEC