

Graduate Medical Education New PC Orientation Series 3 of 6

March 3, 2022





Objectives

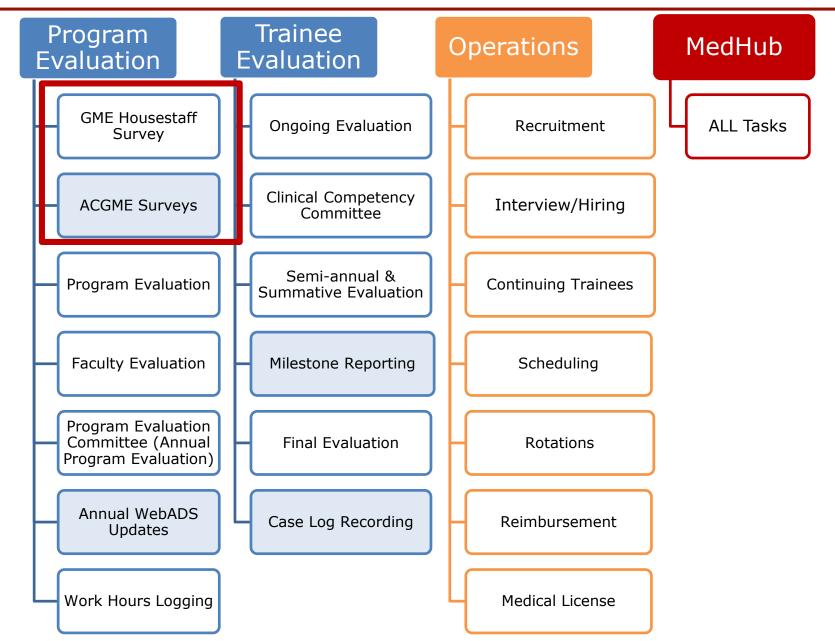
- Prepare for GME's Program Evaluation forms
- ▶ Know the significance of the Program Evaluation Committee
- ▶ Recall your role in preparing for the Annual Program Evaluation

Agenda

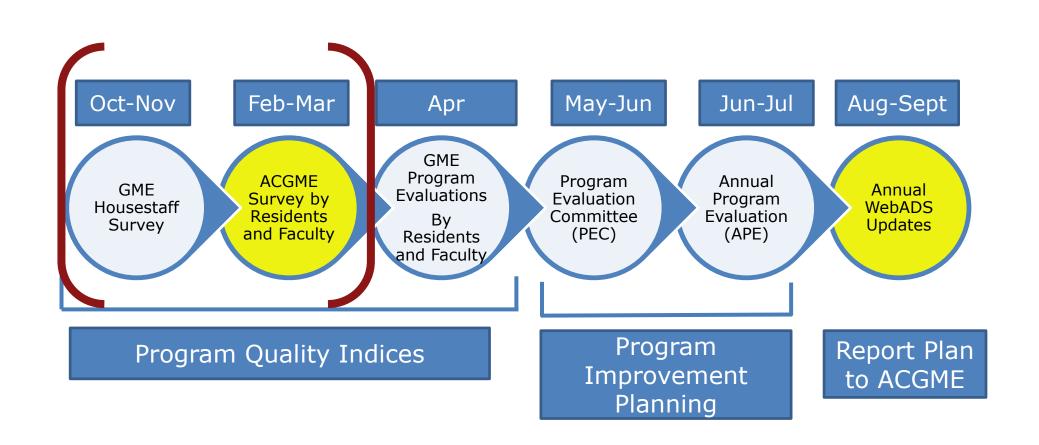
- ▶ Re-cap of Last Session
- Overview of Program Evaluation Process
 - Program Evaluation Forms by Trainees and Faculty
 - Program Evaluation Committee & Annual Program Evaluation (Guidebook)
- Work hours & Schedule Rotations
- MedHub Features
- Coordinators Resources

Review From January's Orientation

Program Major Responsibilities

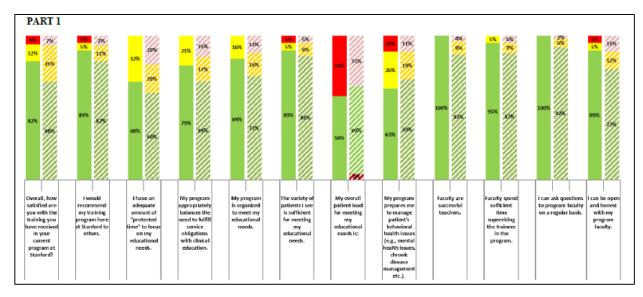


Overview of Program Quality Evaluation Process



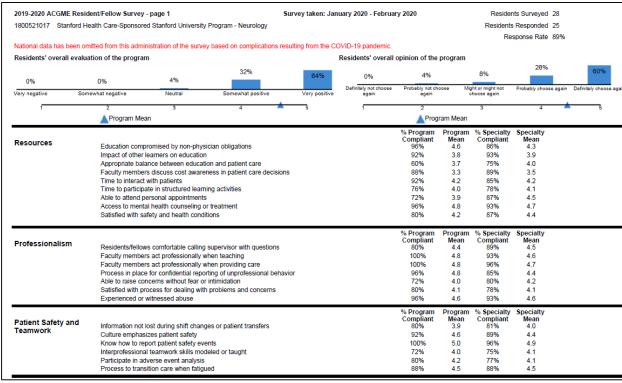
Two Major Surveys

▶ GME Survey



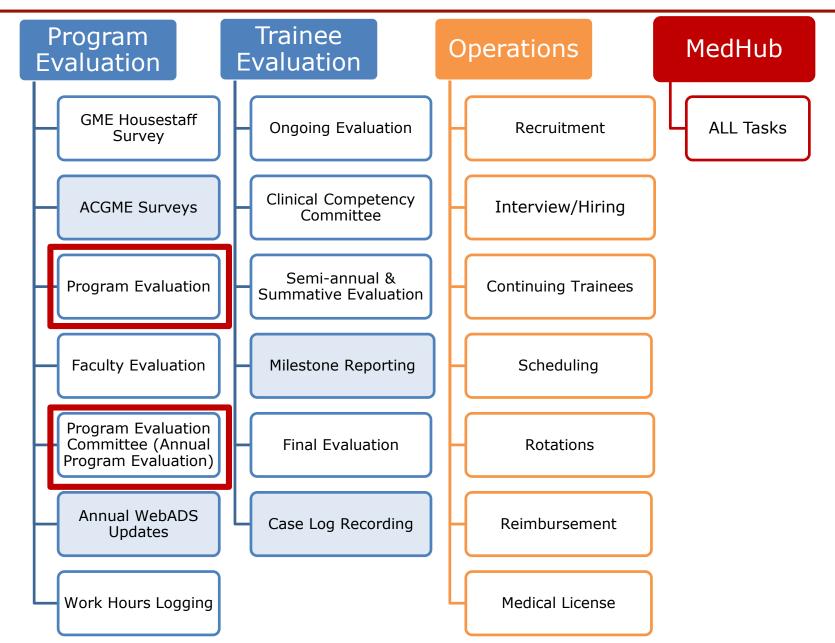
ACGME Survey

- Get your trainees (70% completion) and faculty (60% completion) to respond
- Survey Activation Date: 2/28/2022 4/17/2022



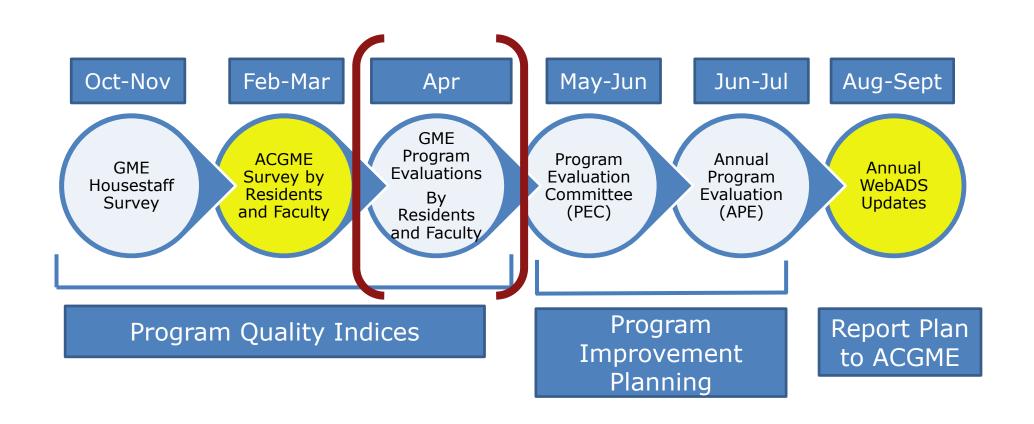


Program Major Responsibilities

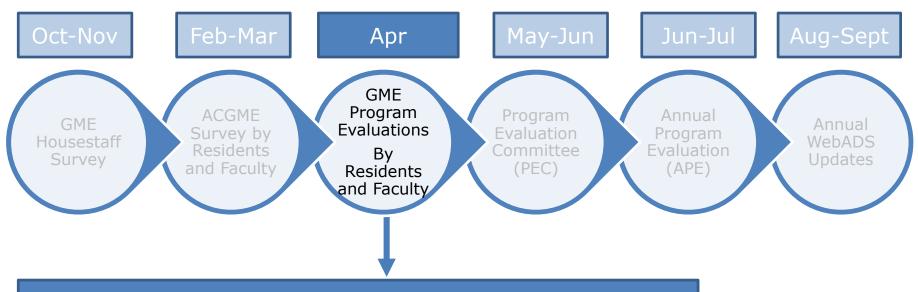


GME Program Evaluations,
Program Evaluation Committee (PEC)
&
Annual Program Evaluation (APE)

Overview of Program Quality Evaluation Process



GME Program Evaluations – Program Coordinator Role



Purpose:

- Annual evaluate program from both trainee and faculty perspective.
- More narrative questions

Delivery & Reporting:

- GME distributes (via MedHub), aggregates, and generates reports for your program

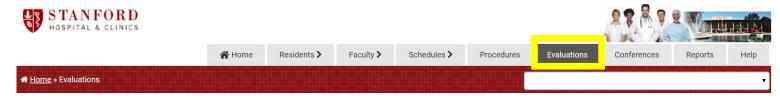
Your Role:

- Create faculty evaluation group
- Remind faculty and trainees to complete the evaluations

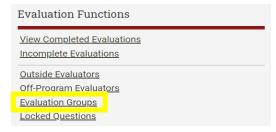
How to Create a Faculty Group in Medhub

<u>Instructions: MedHub → Evaluations (tab) → Evaluation Groups (sidebar)</u>

1. Log on to MedHub and click on "Evaluations" tab



2. Click on Evaluation Groups under Evaluation Functions sidebar



3. Click on Add Evaluation Group, name your faculty group "2021 [YourProgramName] Program Evaluation by Faculty", add your faculty, and select Faculty Group. Evaluation Groups



GME Program Evaluations - Reports

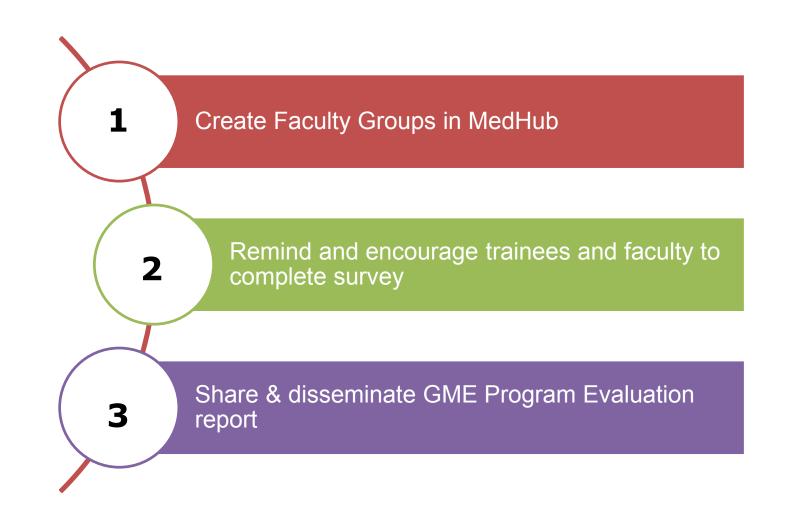
medhub								
STANFORD HEALTH CARE								
Aggregate Evaluation Report - Faculty Evaluation Of Program/h	ospital							
Generated: 04/29/2020 4:03pm PDT								I
Evaluation: Target:								
Date Range: 04/01/20-04/29/20 Responses: 8								
To facilitate the evaluation and continual improvement of your prograthank you.	m, we ask th	at you please a	nswer the foll	owing quest	ions. Your resp	onses are co	onfident	ial.
	Strongly	Disagree	Disagree	Agree	Agree	Strongly]	
	Disagree	Moderately	Slightly	Slightly	Moderately	Agree	Avg:	Std:
1. The educational resources available to the training program are adequate.					12.50%	87.50%	5.88	0.3
	Strongly	Disagree	Disagree	Agree	Agree	Strongly		
	Disagree	Moderately	Slightly	Slightly	Moderately	Agree	Avg:	Std:
2. The administrative support available to the training program is adequate.					25.00%	75.00%	5.75	0.4
	Strongly	Disagree	Disagree	Agree	Agree	Strongly		
	Disagree	Moderately	Slightly	Slightly	Moderately	Agree	Avg:	Std
The program allows me to maintain an educational environment conducive to educating residents in each of the ACGME Core Competency areas.					12.50%	87.50%	5.88	0.3
	Strongly	Disagree	Disagree	Agree	Agree	Strongly		
	Disagree	Moderately	Slightly	Slightly	Moderately	Agree	Avg:	Std
4. I have sufficient time alotted to me to fulfill my supervisory responsibilities.					25.00%	75.00%	5.75	0.4
	Strongly	Disagree	Disagree	Agree	Agree	Strongly		
	Disagree	Moderately	Slightly	Slightly	Moderately	Agree	Avg:	Std
5. I have sufficient time alotted to me to fulfill my teaching responsibilities.					25.00%	75.00%	5.75	0.4
	Strongly	Disagree	Disagree	Agree	Agree	Strongly		
	Disagree	Moderately	Slightly	Slightly	Moderately	Agree	Avg:	Std
 I am able to regularly participate in organized clinical discussions, rounds, journal clubs, and conferences. 				12.50%		87.50%	5.75	0.7
	Strongly	Disagree	Disagree	Agree	Agree	Strongly		
	Disagree	Moderately	Slightly	Slightly	Moderately	Agree	Avg:	Std
 The program allows me to maintain an environment of inquiry and scholarship with an active research component. 					25.00%	75.00%	5.75	0.4
	Strongly	Disagree	Disagree	Agree	Agree	Strongly		
	Disagree	Moderately	Slightly	Slightly	Moderately	Agree	Avg:	Std:
There are a sufficient number of faculty with appropriate qualifications to					25.00%	75.00%	5.75	0.4

Usage of GME Program Evaluations

- Reviewed and discussed in your Annual Program Evaluation (APE) meeting
- Incorporated in the 5-year program scorecard generated by GME

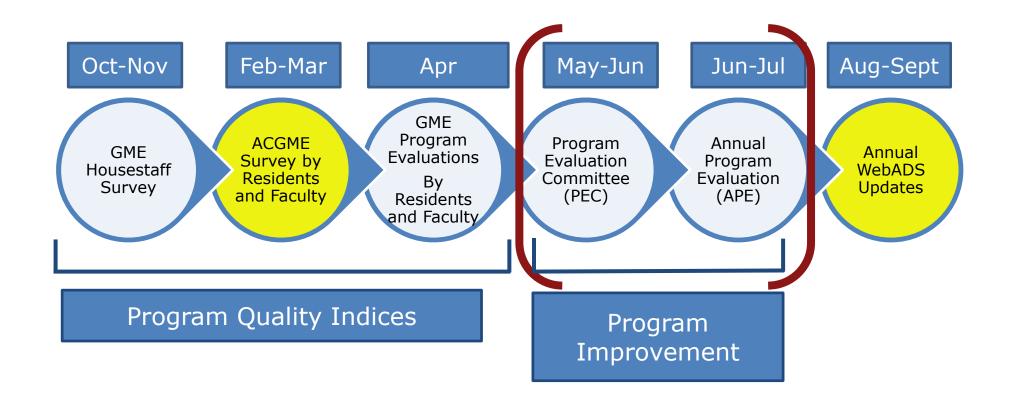
SHC Balanced Report Card Key Measures	SOURCE	INT/EXT	Data Source	2016-2017	2017-2018	2018-2019	2019-2020	2020-21
Sufficient Supervision	RESIDENT	EXT	Survey ACGME %-	97%	85%	90%	98%	
Sufficient Instruction			Survey ACGME %- COMPLIANT	88%	64%	69%	68%	
Faculty/Staff Create Environment of Inquiry			Survey ACGME %- COMPLIANT	80%	60%	72%	70%	
Satisfied with Process for Problems and Concerns			Survey ACGME %- COMPLIANT	86%	63%	62%	53%	
Climate Where Residents Can Raise Concerns Without Fear			Survey ACGME %- COMPLIANT	83%	71%	75%	58%	
Overall Eval of the Program			Survey ACGME %- COMPLIANT	89%	83%	85%	83%	
Current Number of ACGME Citations			ACGME					0
Board Pass Rates			ABMS	93%	83%	Pending	Pending	
Overall Satisfaction with Program	RESIDENT		GME-Survey	90%	89%	90%	81%	83%
Program Organized to Meet Educational Needs			GME-Survey	77%	73%	65%	76%	83%
Service Over Education			GME-Survey	71%	49%	49%	52%	90%
Encouraged to Ask Questions on a Regular Basis			GME-Survey	94%	92%	92%	96%	72%
Residents Can Be Open and Honest with Faculty		INT	GME-Survey	92%	95%	93%	83%	97%
Residents Would Recommend Program			GME-Survey	96%	86%	88%	96%	79%
Faculty Overall Evaluation Program	FACULTY		Pgm Eval Mean Score/10	8.73	7.72	7.78	9.09	pending
Resident Overall Program Evaluation	RESIDENT		Pgm Eval Mean Score/10	8.39	7.51	8.18	8.46	pending
>80 Violations / AY	DDOCDAN		Duty Hr Rpt	1	2	3	2	5
# Unreviewed Duty Hr Periods by PD / AY	PROGRAM		MedHub Detailed Rot	0	0	0	0	0
KEY				STRENGTH		WEAKNESS		

Your Role in the GME Program Evaluations





Overview of Program Quality Evaluation Process

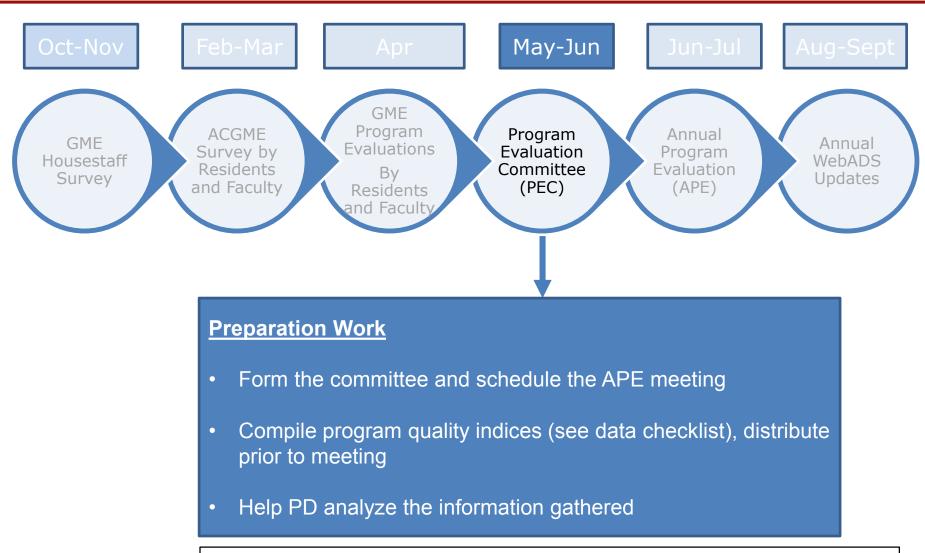


What do you see when you look into the mirror?



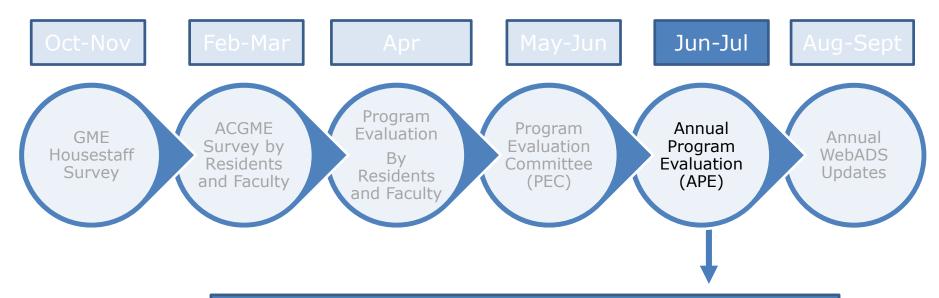
Applicable and important for both ACGME and non-ACGME programs

Program Evaluation Committee



Data gathering checklist found inside GME APE Guidebook https://med.stanford.edu/gme/program portal/program/ape pec.html

Annual Program Evaluation

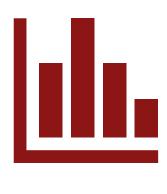


Actual Meeting

- Attend meeting, take meeting minutes
- Contribute to the discussion
- Get PD and core faculty approval for action plan and guidebook
- Documentation

APE Guidebook will help track SWOT analysis and action plans for each year https://med.stanford.edu/gme/program portal/program/ape pec.html





Data

1. Logistics

1) Form a Program Evaluation Committee (PEC):

Program director, associate program director(s), program manager or coordinator, site director, (at least one) core faculty member, (at least one) faculty member, division chief, director of education, department chair, (at least one) trainee.

Think of it as a Program Retreat!

- 2) Set up a meeting time:
 - Reserve enough time for the meeting
 - Send out calendar invites as early as possible!



2. Data

1) Facilitate in data gathering

Trainee

- Milestone
- In-training exam
- Scholarly activity
- Recruitment & retention
- Well-being
- Diversity
- Quality improvement & patient safety

Faculty

- Scholarly activities
- Recruitment & retention
- Well-being
- Diversity
- Quality improvement& patient safety
- Professional development

Graduates

- Board pass rate
- Employment

Program

- GME survey
- ACGME surveys
- ACGME well-being surveys
- GME Program evaluations
- ACGME citations or areas of concern



Prep work – GME APE Data Checklist

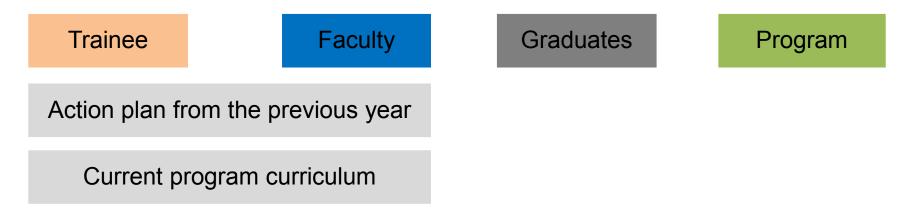
Pre-Meeting Preparation									
Annual Program Evaluation Checklist – Last Updated January 2019									
ALL ITEMS	ALL ITEMS listed below should be discussed during the APE meeting. Items proceeded with * may be skipped if not applicable to your program. Items proceeded with ** may not be available for your program due to low responses (< 4).								
	Milestone achievements/evaluations MedHe			"Reports" tab > "Milestone Summary by Level" under "Evaluation Reports"					
		Faculty evaluations (of trainees)	MedHub	"Reports" tab > "Resident/Faculty/Service Ranking" under "Evaluation Reports" > Select "Resident" > Select "Faculty of resident"					
		Semi-annual review with program director	Program	Manual retrieval and/or data entry by program					
9		Self-assessment	MedHub	"Reports" tab > "Aggregated Evaluation Report" > Select "Resident Self Evaluation" >					
Resident Performance		Quality improvement and safety projects	Program	Manual retrieval and/or data entry by program or MedHub > "Residents" tab > "Resident Learning Portfolios"					
erfor		Didactic/conference attendance	MedHub	MedHub > "Reports" tab > "Conference Attendance by Resident" under "Conference Reports"					
it P		Duty hour compliance	MedHub	Home > "Resident Duty Hours" > "Duty Hour Statistics"					
side		Scholarly activities of residents	Web ADS	Web ADS Update (https://apps.acgme.org/connect/login) > "Resident Scholarly Activity"					
_ &		Resident Files / Summative Evaluations	MedHub	MedHub> https://stanford.medhub.com/u/a/users_residents_view					
		*Case experience and procedures logs	Program	Varies for programs					
		*In-training examination results	Program	Manual retrieval and/or data entry by program					
		*Objective Structured Clinical Examinations)	l Examinations) Program Manual retrieval and/or data entry by program						
벋	Mentoring Program Manual retrieval and/or data entry by program		Manual retrieval and/or data entry by program						
рше	<u>a</u>		MedHub	"Reports" > "Aggregate Evaluation Report" > "Resident evaluation of faculty member"					
velo			Program	Board Certification Verification Websites					
y De		Faculty attendance in grand rounds & conference	MedHub	"Reports" tab > "Faculty Conference Attendance"					
acult	Faculty professional development courses Program Manual retrieval and/or data entry by program Scholarly activity of faculty Web ADS Update (https://apps.acgme.org/connect/login) > "Faculty Scholarly Activity"		Program	Manual retrieval and/or data entry by program					
張			Web ADS Update (https://apps.acgme.org/connect/login) > "Faculty Scholarly Activity"						
Graduate Performanc e		Graduate placement Program Manual retrieval and/or data entry by program or Alumni Survey (see below)		Manual retrieval and/or data entry by program or Alumni Survey (see below)					
Graduate erforman e	**Alumni survey MedHub Manual retrieval and/or data entry by program		Manual retrieval and/or data entry by program						
*Board scores/pass rates: Current/5 year average Program Manual retrieval and/or data entry by program		Manual retrieval and/or data entry by program							
		Last year's action plan	MedHub	Home > "Program Accreditation" > "APE" tab > Select last AY > Scroll down to "File Attachments"					
		ACGME faculty survey	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"					
		ACGME citations and/or letters of notification	GME	Home > "Program Accreditation" > "Correspondence" tab > Select "ACGME Initiated"					
		Resident / Faculty program evaluations	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"					
alit		Overview of the curriculum and rotations	MedHub	Home > "Curriculum Objectives/Goals"					
Program Quality		Exit summative evaluation/interview	MedHub	Home > "Residents" tab > "Forms/Files" or Manual retrieval by program					
gran		**Resident/fellow program evaluations	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"					
Pro		**ACGME resident/fellow survey	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"					
**GME House Staff Survey GME Home > "Program Accreditation" > "APE" tab		GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"						
	ADS Update / Recent Changes Program Web ADS Update (https://apps.acgme.org/connect/login) > "Recent Changes / Improvements"		Web ADS Update (https://apps.acgme.org/connect/login) > "Recent Changes / Improvements"						
	PLAs - Affiliate Contributions to Educations Program MedHub > "Accreditation tab "> "PLAs			MedHub > "Accreditation tab "> "PLAs					
		**Most Updated Trend Analysis	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"					

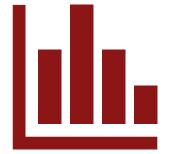
https://med.stanf ord.edu/gme/prog ram portal/progra m/ape pec.html

2. Data

- 1) Facilitate in data gathering
- 2) Facilitate in data reviewing:

Best practice: 1) PD (or the lead of PEC) prepares a presentation summarizing all key data points; 2) share the data with the committee before the meeting





APE Meeting (June – July)

- ▶ Based on the data provided, meeting content should cover:
 - Outcomes from prior APE
 - Program's mission and aims
 - SWOT analysis
 - Curriculum
 - Programmatic issues (such as scores lower than 80%)
 - A new action plan
- Your role:
 - Contribute to the discussion. Consider yourself as part of the program leadership!
 - Collect signatures for attendance
 - Meeting minutes
 - What was the issue? Who raised the issue? Who contributed to the discussion? How was the issue being discussed? Was there a decision or action plan made regarding the issue?
 - Send out action plan to teaching faculty and trainees for approval

APE Meeting (June – July) Templates

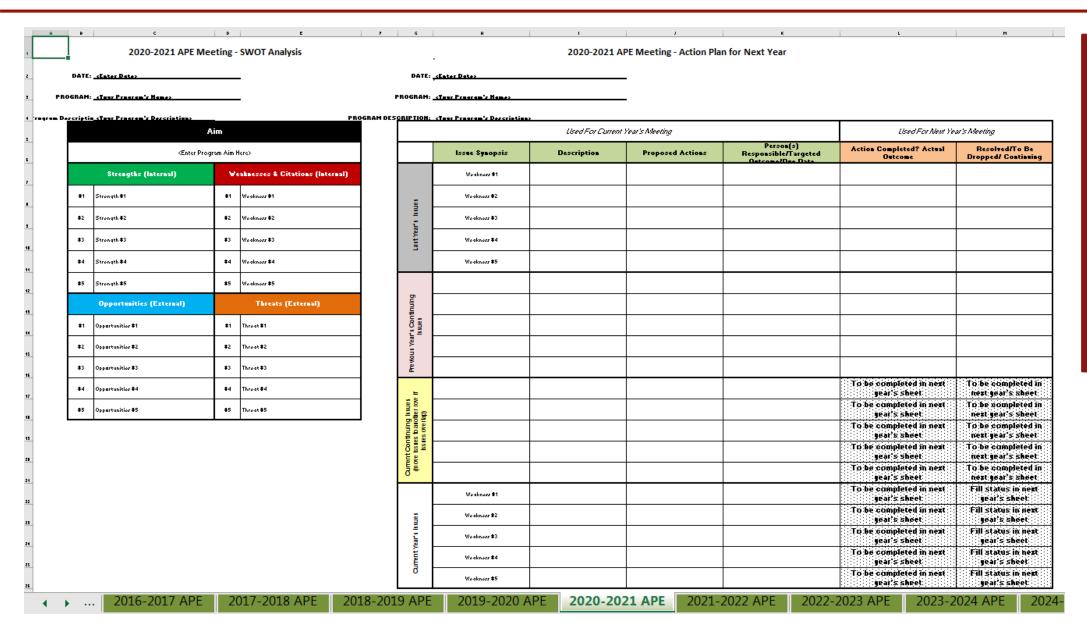
gram: e/Time: ation:	Annual Program Evaluation Do		sted in Dec 2016 by GME Office	APPROVAL OF ACTION PLAN BY ALL CORE TEACHING FACULTY Faculty Meeting Program: Date/Time: Location: Attendees:				
I. Review a. Resi b. Facu c. Grac d. Prog I. Create a. SWC b. Actio	v Previous Year's Action Plan Items (Actual Outcome & Re v All Elements of Program: ident Performance ulty Development duate Performance gram Quality Action Plan for Upcoming Academic Year. OT (Strength, Weaknesses, Opportunities and Treats) Ana ion Plan (Including Issue Synopsis, Detailed Description, P lelline) m Faculty Review/Approval of Action Plan at Next Progra	slysis Proposed Actions, Person(s) Re:	sponsible, &	Meeting A	genda on Approving the	APE Action: (fill in content)		
TENDEES	Print Name	Signature						
一		MINUTES (C Category	opy & Paste Additional Ro Issue	Who Raised	Who Contributed	Discussion Content?	Discussion Outcome?	
FACUITY		Choose an item.		the Issue?	to the Discussion?			
 	Print Name Signature	Choose an item.						
RESIDENT/FELLOW	(https://me	ed.stanfo		gme/ ec.ht		n_portal/prog	gram/ape_	

Documentation (July – early August)

- Documentation! Documentation! Documentation!
 - Upload revised Curriculum to MedHub (program accreditation -> Policies)
 - Upload attendance sheet, meeting minutes, and presentation slides to MedHub (program accreditation -> APE)
 - Use the GME APE Guidebook to document:
 - Outcomes from prior APE
 - Program's mission and aims
 - SWOT analysis
 - Programmatic issues (such as scores lower than 80%)
 - An action plan
 - Upload the GME APE guidebook to MedHub (program accreditation -> APE)

▶ GME staff and Ann Dohn (DIO and GME Director) review all APEs every year and provide comments and feedback.

Documentation (July – early August): GME APE Guidebook



https://med .stanford.ed u/gme/progr am_portal/p rogram/ape _pec.html

APE Toolbox

(https://med.stanford.edu/gme/program_portal/program/ape_pec.html)

Form a PEC & Collect Data

► APE 1-Page Instruction & Data Checklist



Conduct APE



- Sign-in Sheet & Meeting Minutes
- Approval of Action Plan



Document APE

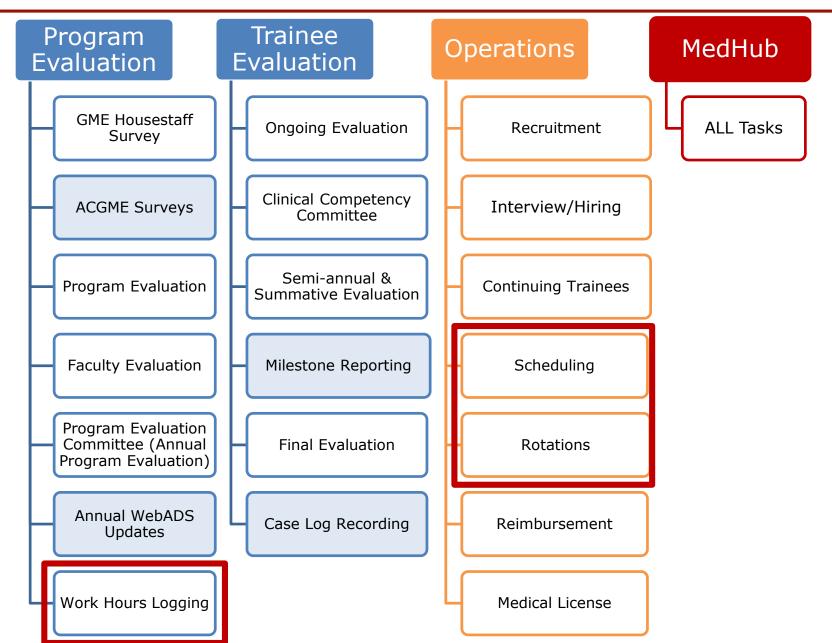
- ► APE Guidebook
 - Program Aim, Action plan & SWOT





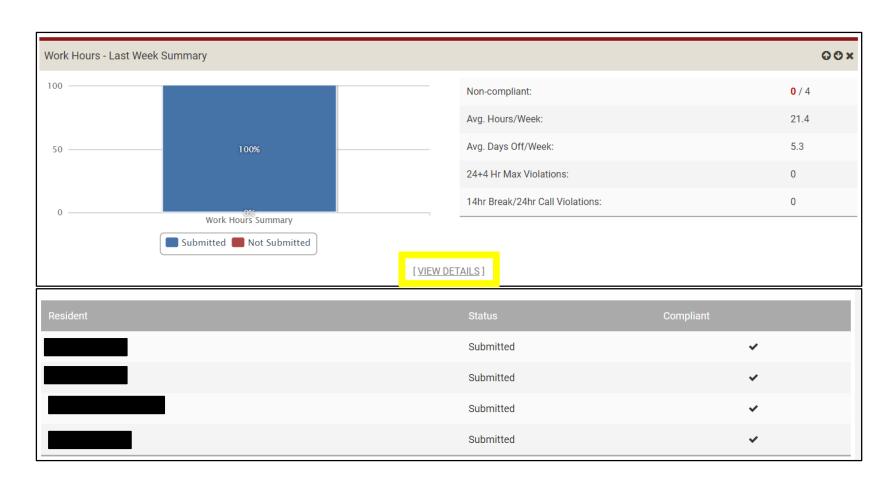
Review Work Hours & Rotation Schedule Error

Program Major Responsibilities



Work Hour Logging

Work Hour Monitoring



Rotation Schedules

All trainees need be assigned a rotation schedule on MedHub with no gaps/breaks between rotations.

Rotation:	1	2	<u>3</u>
Resident:	Block 1: 7/1-7/25	Block 2: 7/26-8/22	Block 3: 8/23-9/19
	<u>HP</u>	<u>TS</u>	<u>MV</u>
	SP_GU (7/1-7/4) GROSS (7/5-7/11) SP_ENT_CT (7/12-7/18) SP_CYTO (7/19-7/25)	SP_CYTO (7/26-8/1) MOL (8/2-8/8) SP_GU (8/9-8/15) SP_GYN (8/16-8/22) VAC 8/7	SP_FS (8/23-8/29) SP_BR (8/30-9/5) SP GISM (9/6-9/12) SP_ENT_CT (9/13-9/19)

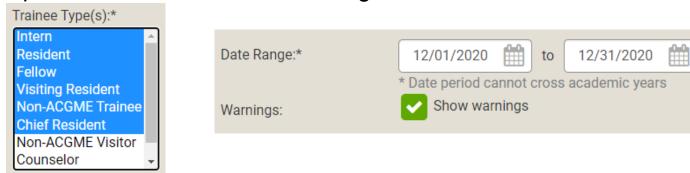
MedHub Rotation Schedules

- On the last Monday of each month, GME will send out email reminders for PCs to check MedHub rotation schedules and fix scheduling errors.
- Most common errors:
 - Empty days in a resident schedule (including weekends)
 - One service & rotation per day
 - Vacations not overlapping existing rotation
- All scheduling errors needs to be fixed by the end of the month.

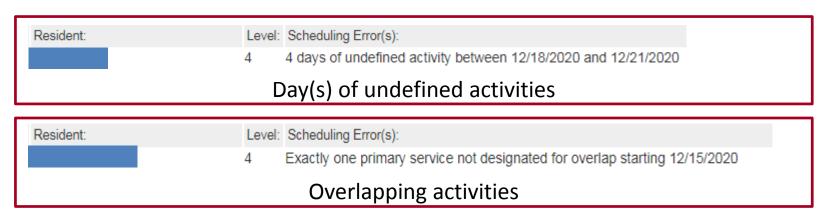
Reach out to your GME Program manager if you have questions

MedHub Rotation Schedules Cont.

MedHub -> Reports tab -> Resident Scheduling Errors



Error Messages:



Resident:

Level: Scheduling Error(s):

4 Warning: At least one vacation or sick day does not overlap a recorded service between 2020-12-01 and 2020-12-31 (16 days)

Vacation not on top of a service

MedHub:

APE Page
Work hours & rotation schedule
Create a faculty group

Put it in the chat What are the key tasks you've used MedHub for?

Coordinator Resources

Put it in the chat What other topic would you like discussed in future orientation sessions?

Program Coordinator Orientation Series – Curriculum

- 2nd Wednesday of Mar, May, July, Sept, Nov and Jan @1-2pm
- **J**anuary:
 - ACGME Surveys
 - ACGME and GME websites
 - Self-study and site visits
 - MedHub
- March:
 - Annual Program Evaluation
 - Self-Study and self-study visit
 - Program Evaluation by Trainees and by Faculty
 - MedHub

- May:
 - CCC, milestones, and semi-annual evaluations
 - Special review
 - Final evaluations
 - MedHub
- July:
 - WebADS Update
 - Resident Evaluations
 - Program Expansion and Funding
 - MedHub
- September:
 - Operational processes
 - MedHub

Welcome Packet

- ▶ GME office staff and roles
- GME Yearly Calendar/Timeline
- Directions to GME offices
- ACGME "Alphabet Soup"
- ▶ GME Evaluations and Survey requirements
- ► ACGME Common Program Requirements
- Commonly used forms

Essential Resources

- GME's Welcome Packet
- Coordinator Monthly Meeting:
 - 2nd Thursday of each month 1-2pm via Zoom
- Coordinator email list (gme_program_coordinators@lists.Stanford.edu)
- ▶ ACGME's Common Program Requirements (CPR)
 - Read your program's specific program requirements
- MedHub's Help Portal
- GME Website:
 - Program Portal -> Forms, Templates, & Examples
- Review recording at
 - https://med.stanford.edu/gme/program portal/pc/orientation.html
- Feel free to contact GME Office anytime you have questions!
- Your Mentor and Peers!

GME Program Manager Contact

- ▶ Jie Li, PhD
 - Email: <u>JieLi@stanfordhealthcare.org</u>
- ➤ Thang "Trey" Huynh-Ngo, MBA
 - Email: <u>THuynhngo@stanfordhealthcare.org</u>
- ➤ Lizzie Greer, PhD, GME Program Manager
 - Email: <u>Egreer@stanfordhealthcare.org</u>
- Stanford Department of Graduate Medical Education 300 Pasteur Drive Stanford, CA 94305-5207
 - > Phone: (650) 723-5948
 - ➤ Email: gme@med.stanford.edu

Feedback Time

- ▶ 1. The orientation today prepared me for my role in the upcoming months
 - Not at all prepared
 - Somewhat prepared
 - Moderately Prepared
 - Very Prepared
 - Completely Prepared
- ▶ 2. The amount of information presented is...
 - too short
 - just right
 - too much
- 3. This session of orientation is...
 - Very helpful
 - Helpful
 - ▶ I don't know
 - Not helpful
 - Not helpful at all

