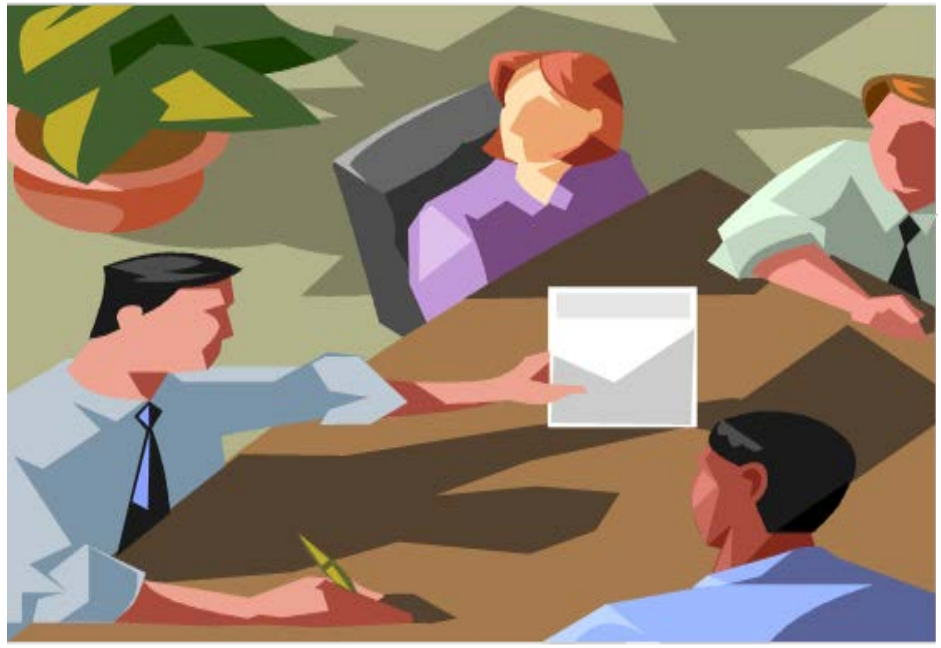
Self-Study



By the end of this Self-Study section, you'll be able to…

- Identify the timeframe of the Self-Study cycle
- List the information used in the Self-Study group
- Reassess your program's SWOT analysis
- Finalize the Self-Study Summary (with GME's revisions)

Agenda

- Self-Study Summary
- Components of a Self-Study cycle
- Part 1: Self-Study
  - Steps for conducting a Self-Study
  - Self-Study checklist
  - What to do after Self-Study initiation
- ACGME’s Key Documents
- Final Remarks

Self-Study Summary

- Self-Study is a meeting to review the programs performance in the last 5 years and plan for 5 years forward.
  - Core PD and Subspecialty PDs collaborate together
- After the Self-Study, your program will finalize the Self-Study Summary form.
- The Self-Study is part of the Self-Study cycle, which includes the 10-year accreditation site visit.

What is reviewed in a Self-Study?

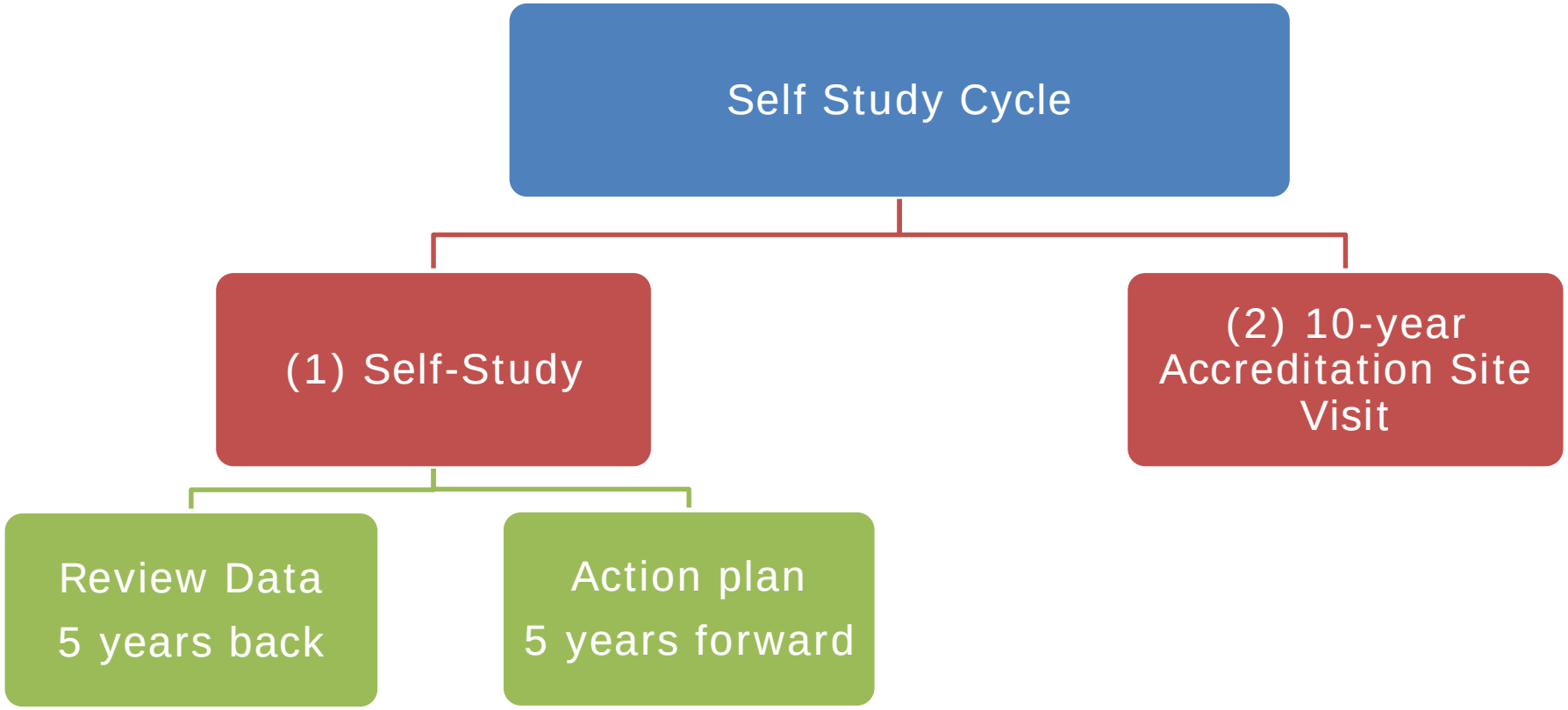
- APEs from last 5 year
- Action plan for next 5 years
- Program Quality
- Trainee performance
- Faculty performance
- Graduate performance

Self-Study is an APE on steroids

What is a Self-Study cycle

- Part of the ACGME's Next Accreditation System (NAS) and began in 2015
- Reframe the focus on program improvement, innovation, and long-term goal setting

What will take our program to the next level?



Components of a Self-Study cycle

Self-Study

- 5 years back & 5 years forward = 10-year review plan
- Self-Study Group – core PD work with subspecialty PDs
- Complete Self-Study Summary

10-Year Accreditation Site Visit

- “Follow-up” to your Self-Study
- Complete Summary of Achievements
- Site visitor meets with core and subspecialty programs

We will only be focusing on Self-Study in this presentation

Timeline of Self-Study cycle

Self-Study Initiated

[Insert timeline of Program's Self-Study]
DUE DAY of Self Study Summary: mm/dd/yyyy

1. Program forms a self study group and gathers information for review
2. Program conducts self study meeting by mm/dd/yyyy
3. Self-Study group completes first draft of Self-Study summary form
4. Program sends Self-Study summary draft to GME by [Insert date - 30 days before deadline]
5. Program submits Self-Study summary* to ACGME

10-Year Accreditation Site Visit

[Insert timeline; 18-24 months after Self-Study]

*Self-Study summary and Summary of Achievements are located on ACGME's Self-Study page
**View ACGME's Site Visit Document List by Clicking Here

Steps to a Self-Study

Steps to conducting a program Self-Study

1. Assessable the Self-Study group
2. Engage leadership and constituents. Work with core/subspecialty programs.
3. Data gathering (past APEs and others)
4. Conduct the meeting and create a SWOT and 5-year action plan
5. Share findings with stakeholders, review and revise
6. Complete the self study summary

1) Assemble the Self-Study group

- **Membership:** The members of the Program Evaluation Committee (PEC) are the ideal core foundation for the Self-Study group, as they are familiar with the APE process. Including the program coordinator is also recommended.
  - **Added participants:** Core PDs should attend subspecialty Self-Study meetings.
  - **CCC representative:** It may be beneficial to include a member of the Clinical Competency Committee (CCC) on the Self-Study group, due to the focus on educational outcomes, which makes data on residents'/fellows' Milestone performance an important component in Self-Study discussions.

2) Engage leadership and constituents on Program's aim. Work with core/subspecialty programs

- Core and subspecialty programs work together in discussing and aligning programs' mission statement & aims.
- **Mission statement** is the formal summary of your program's aim and fundamental purpose.
- **Aims** are the strategic views in how your program achieve the mission statement. Aims may change over time to better focus on achieving the mission statement.
  - What are you preparing your trainees for? E.g. Clinical Practice, academics, or research
  - What patient population are your serving?
  - What do you want your program to be recognized for?
  - How does your program distinguish and differentiative from other programs?

3) Data gathering (past APEs and others)

- Collect programmatic data for the past 5 years

Trainee Performance	Faculty Performance	Graduate Performance	Program Quality

Refer to APE Guidebook work done in past 5 years

Self-Study Checklist

Self-Study Checklist can be found in Self-Study Guide

Trainee Performance (Last 5 years)	☐	**Milestone achievements/evaluations**	MedHub	"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
	☐	**Self-assessment**	MedHub	"Reports" tab > "Aggregated Evaluation Report" > Select "Resident Self Evaluation" >
	☐	**Quality improvement and safety projects**	Program	Manual retrieval and/or data entry by program or MedHub > "Residents" tab > "Resident Learning Portfolios"
	☐	**Didactic/conference attendance**	MedHub	Medhub > "Reports" tab > "Conference Attendance by Resident" under "Conference Reports"
	☐	**Duty hour compliance**	MedHub	Home > "Resident Duty Hours" > "Duty Hour Statistics"
	☐	**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)**	Program	Manual retrieval and/or data entry by program
Faculty Development (Last 5 years)	☐	**Mentoring**	Program	Manual retrieval and/or data entry by program
	☐	**Trainee evaluation of faculty**	MedHub	"Reports" > "Aggregate Evaluation Report" > "Resident evaluation of faculty member"
	☐	**ABMS certification status**	Program	Board Certification Verification Websites
	☐	**Faculty attendance in grand rounds & conferences**	MedHub	"Reports" tab > "Faculty Conference Attendance"
	☐	**Faculty professional development courses**	Program	Manual retrieval and/or data entry by program
	☐	**Scholarly activity of faculty**	Web ADS	Web ADS Update (https://apps.acgme.org/connect/login) > "Faculty Scholarly Activity"

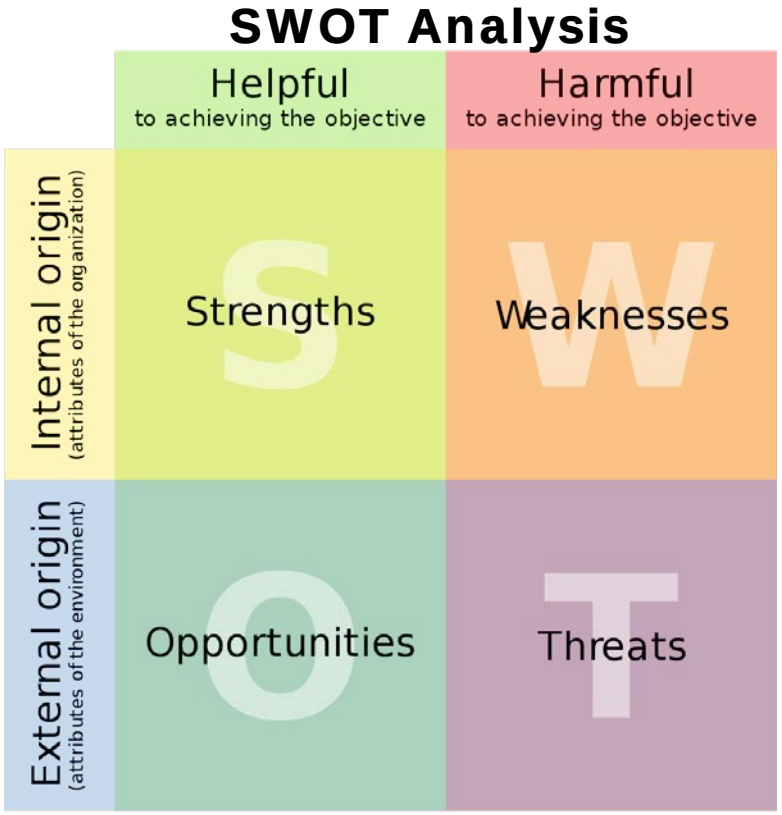
Self-Study Checklist Cont.

Self-Study Checklist can be found in Self-Study Guide

Graduate Performance (Last 5 years)	☐	**Graduate placement**	Program	Manual retrieval and/or data entry by program or Alumni Survey (see below)
	☐	****Alumni survey**	MedHub	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
Program Quality (last 5 years)	☐	**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"
	☐	**Overview of the curriculum and rotations**	MedHub	Home > "Curriculum Objectives/Goals"
	☐	**Exit summative evaluation/interview**	MedHub	Home > "Residents" tab > "Forms/Files" or Manual retrieval by program
	☐	****Resident/fellow program evaluations**	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"
	☐	****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 > 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"
	☐	**PLAs – Affiliate Contributions to Educations**	Program	MedHub > "Accreditation tab "> "PLAs
	☐	****Most Updated Trend Analysis**	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"

4) Conduct the meeting and create a SWOT and 5-year action plan

- The next step is to assess the program's environment. Provide context for the Self-Study by examining the SWOT analysis.



- **Use GME's APE Guidebook**
  - Track issues year after year
  - Contains SWOT table, 5-year aggregate view, and fish bone diagram
  - https://med.stanford.edu/gme/program_portal/program/ape_pec.html

SWOT: Strengths

- Internal attributes (within the program's control) that have a positive impact towards the program's goals.
- What is your program strong in? What does your program do well?
- What strengths do you have in internal assets?
  - Faculty capabilities
  - resident quality
  - patient care
  - information and educational technology
  - research and scholarly activities
  - volume and variety of cases
- What sets your program apart? Programmatic specific strengths of "niche"?

SWOT: Weaknesses

- Internal Attributes (within the program's control) that have a negative impact towards achieving the program's goals
- Did your program have any citations?
- What does your program lack?
  - Expertise in specific subspecialty
  - Technology
  - Specific patient population access
  - faculty with interest and skill in research
  - Didactics
- What is stopping your program from going to the next level?

SWOT: Opportunities

- External factors (outside the program's control) that will help the program achieve their goal
- Are there institutional resources that can help strengthen your program?
- Are there resources from other regions, institutions, or other Stanford programs that can further develop your program?
- Are there recent changes that can promote your program's educational goals?

SWOT: Threats

- External factors (outside the program's control) that negatively impact the program from their goal
- What outside factors are putting your program at risk
  - What are changes in residents' specialty choice,
  - regulation, or other factors that may affect the future success of your program?
- Are there changes or trends that may affect your program?

Anticipating these changes will ensure your program have a responsive plan of action

5) Share findings with stakeholders, review and revise

- Create 5-year plan of action from SWOT analysis.
- Obtain feedback from stakeholders; what action plans are feasible?
  - Program leadership
  - Core Program Director (for subspecialty programs)
  - Faculty
  - Trainee
  - Graduates

Core PDs and subspecialty PDs need to coordinate action plans together. Collaboration between interdepartmental programs is a distinct feature of the Self-Study

6) Complete the self study summary

- Draft your Self-Study summary for GME's revision and submit to ACGME.
- The Self-Study summary should be shared with faculty members and residents/fellows.
- This step should validate the findings and improvement priorities chosen by the Self-Study group with these key stakeholders.

Be sure to consistently document changes, achievements, and challenges. The more documentation, the easier it will be to complete the upcoming Summary of Achievements form and prepare for site visit.

http://www.acgme.org/What-We-Do/Accreditation/Self-Study

Self-Study Summary

- Eight questions focusing on:
  - Program Description and Aims
  - Environmental Context
  - Significant Changes and Plans for the future
  - Self-Study Process
- Focus on being concise and complete.
  - Maximum word count enforced

Send GME first draft 30 days before deadline

Self-Study Summary
Department of Accreditation, Recognition, and Field Activities

After completing the Self-Study, provide responses to the eight questions below.

The deadline for uploading the Self-Study Summary into the Accreditation Data System is the last day of the month the Review Committee indicated for the program's first site visit in the Next Accreditation System. (For example, if the Review Committee indicated **October 2018** as the date of the first site visit, the document would have to be uploaded by **October 31, 2018**.)

Program Name: _____

Program Number: _____

Self-Study Date (Month, Year): _____

Self Study Summary Cont.

Program Description and Aims

Describe the program and its aims, using information gathered during the Self-Study.

Question 1: Program Description

Provide a brief description of the residency/fellowship program, as you would to an applicant or a prospective faculty member. Discuss any notable information about the program. (Maximum 250 words)

Question 2: Program Aims

Describe the program's aims. (Maximum 150 words)

Question 3: Program activities to advance the aims

Describe current activities that have been, or are being, initiated to promote or further these aims. (Maximum 250 words)

Environmental Context

Summarize the information on the program's environmental context that was gathered and discussed during the Self-Study.

Question 4: Opportunities for the program

Describe important opportunities for the program. (Maximum 250 words)

Question 5: Threats facing the program

Describe any real or potential significant threats facing the program. (Maximum 250 words)

Significant Changes and Plans for the Future

Question 6a: Describe significant changes and improvements made in the program over the past five years. (Maximum 250 words)

Question 6b: Share the vision and plans for the program for the coming five years. What will take this program to "the next level"? (Maximum 350 words) *Note: In the response, discuss what the "next level" will look like, the envisioned steps and activities to achieve it, and the resources needed.*

Self-Study Process

Question 7a: Describe elements of the Self-Study process for your program.

Provide information on your program's Self-Study, including who was involved, how data were collected and assessed, how conclusions were reached, and any other relevant information. (Maximum 300 words)

Who was involved in the Self-Study (by role/title)?	
How were areas for improvement prioritized?	

Question 7b: Describe the core program's role in the Self-Study(ies) of its dependent subspecialty program(s). (Maximum 150 words)

Note: If this is an individual core program without associated subspecialty programs or a dependent freestanding subspecialty program, skip to Question 8.

Question 8: Describe learning that occurred during the Self-Study. This information will be used to identify potential best practices for dissemination. (Maximum 200 words)

Timeline of Self-Study cycle

Self-Study Initiated

[Insert timeline of Program's Self-Study]
DUE DAY of Self Study Summary: mm/dd/yyyy

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10-Year Accreditation Site Visit

[Insert timeline; 18-24 months after Self-Study]

*Self-Study summary and Summary of Achievements are located on ACGME's Self-Study page
**View ACGME's Site Visit Document List by Clicking Here

Self-Study Words of Wisdom

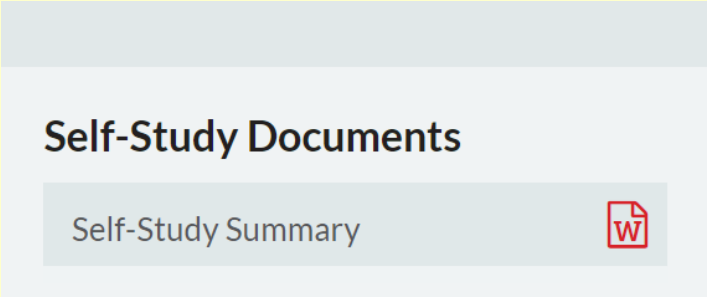
- Reviewing your APEs from the last 5 year is a good starting point
- Use GME's APE Guidebook to aggregate and monitor action items and SWOT analysis by year
  - Guidebook can be found on GME's APE page - https://med.stanford.edu/gme/program_portal/program/ape_pec.html
- Don't wait last minute to submit your Self-Study summary
- Self-Study is an opportunity for your program to improve & innovate
- Reach out to GME if you have any questions

1. [GME Program Manager Name & Email]
2. Ann Dohn, MA - ADohn@stanfordhealthcare.org

ACGME's documents for Self-Study

Self-Study Summary & Self-Study Summary Update

- Document your Self-Study process and address ACGME's questions program evaluation and improvement plan



https://www.acgme.org/What-We-Do/Accreditation/Self-Study

What you should do after a Self-Study initiation

- ❑ Use GME's Self-Study Guide – https://med.stanford.edu/gme/program_portal/program/self-study.html
  - ❑ Self-Study Data Checklist
- ❑ Gather APE documentations from past 5 years
- ❑ Follow the steps to conduct Self-Study
  - ❑ Form a self study group
  - ❑ Conduct self study meeting
  - ❑ Share with stakeholders
  - ❑ Complete the self study summary
- ❑ Send your Self-Study summary draft to GME 30 days before deadline
- ❑ Submit your Self-Study summary to ACGME