ACGME Self Study Visit (SSV)

Adapted from The Journal of Graduate Medical Education, September 2014, I. Philibert & M. Lieh-Lai
OVERVIEW

- Use of APE (Annual Program Evaluation)
  - To record programs **improvements**
  - Focus on **opportunities** and **threats**
8 KEY STEPS IN SELF STUDY VISIT (SSV)

1. Assemble **SSV Committee**
2. Aggregate and **analyze data** from SUCCESIVE APEs  
   a. Evaluations will generate a longitudinal assessment of program improvement
3. Leaders and constituents discuss **program’s aims**
4. Identify program **strengths** and **areas for improvement**
5. Examine **threats** and **opportunities**
6. Aggregate self study **findings**
7. Discuss findings with leadership and constituents to derive **improvement priorities**
8. Develop **self study document** to use for improvement and for SSV
SELF STUDY COMMITTEE

• Program Evaluation Committee (PEC) plus additional faculty and residents
  – Add someone from Clinical Competency Committee

• Though subspecialties will use their own PEC probably good to coordinate self study with core program self study
The self study “involves an in-depth assessment of the program that examines longitudinal data from ALL APES since the last site visit.”

Information collected should highlight: strengths, areas where improvement has been achieved, and areas still in need of improvement.

For areas of improvement:
- The focus should be on EACH years action plan (V.C.3.a. (core))
- Records of progress on the previous years action plans (V.C.2.e.(core))
- Documentation in PEC (APE) minutes relate to the action plans (V.C.3.a.(core))

STRONGLY ADVISE to enter and track in spreadsheet or database to create the longitudinal record.

In addition to information in APE use data institution collects (annual resident survey, etc)
PROGRAM AIMS (new emphasis area)

• Key expectations of institutional and program leadership for program
• Ask “what kind of residents is the program training?”
  – Types of trainees accepted into program
  – Training for particular career options
    • Practice
    • Academics
    • Research
    • Primary care
  – Training for specialized functions
    • Rural practice
    • Underserved populations
    • Health policy
    • Health advocacy
    • Population medicine
STRENGTHS & AREAS FOR IMPROVEMENT

• Must cover at least 4 areas required by program requirements for Annual Program Evaluations (APE) . These are:
  – Resident performance
  – Faculty development
  – Graduate performance
    • Including performance on Boards
  – Program quality
• Include all parts of our APE protocol which, in general, fall under one of the 4 areas above
• Use resident strengths and areas for improvement from our annual end of year survey and develop list of same from faculty
OPPORTUNITIES & THREATS
A Major New Area

DEFINITION

– **Opportunities** - factors beyond control of program that, if acted on, could contribute to the success of the program
  - New rotation sites, funding opportunities, board reviews, faculty development programs
– **Threats** - factors beyond control of program that could have negative effect
  - Health system consolidation, loss of rotation sites, pressure for RVUs that encroaches on teaching, specific site problems, etc.
  - Identifying threats lets you plan on how to deal with them
AGGREGATING SELF STUDY FINDINGS

• Documentation of the findings should ensure the program has:
  – Considered how strengths will be maintained
  – Has prioritized the areas for improvement
  – Has developed plans for what improvements will be made
  – Has developed plan for how success will be tracked

• Discussion should ensure leadership has:
  – Taken advantage of opportunities and
  – That threats are considered and addressed
DISCUSSION OF FINDINGS BY PROGRAM LEADERS & CONSTITUENTS

• Include all constituents
• Focus on areas for improvement and challenges
SELF STUDY DOCUMENT

• Succinct document focusing on
  – Strengths, areas for improvement, opportunities, threats
• Elements of the self study document
  – Introduction – brief summary of how the self study was conducted and list who was involved
  – Program overview
  – Program aims
  – Aggregated strengths and areas for improvement for the period SINCE THE LAST ACCREDITATION REVIEW
  – Opportunities and threats
  – Action plans for
    • maintaining strengths,
    • addressing areas for improvement
    • capitalizing on opportunities
    • Mitigating threats
SELF STUDY DOCUMENT

• Document should be no longer than 7 typed pages
• Offer insights how previous areas for improvement were addressed
• High level information about current areas in need of improvement