

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 SUCCESSION 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

LONGITUDINAL ANNUAL PROGRAM EVALUATION (APE) DATA

- 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