

Preparing for the ACGME Self-Study

MPPDA Accreditation Committee

What is the Self-Study (SS)?

- Objective, comprehensive evaluation of the residency, with the aim of improving it
- Longitudinal evaluation of program and its learning environment, facilitated through sequential APEs
- Focus on the required components, with an emphasis on program strengths and “self-identified” AFIs
- A 12-18 month time lag between the SS and site visits to allow programs to make improvements in areas identified in the SS
- Programs to report on improvements in areas identified in the SS for the site visit

8 Steps to SS

1. Assemble the SS group
2. Engage program leaders and constituents in a discussion of programs
3. Examine opportunities and threats
4. Aggregate and analyze data to generate a longitudinal assessment of the program's improvement
5. Obtain stakeholder input
6. Interpret the data and aggregate the self-study findings
7. Discuss the findings with stakeholders
8. Develop a succinct SS document for use in further program improvement as well as documentation for the program's 10-year site visit

Sample Timeline

- Day 1: ACGME notification
- Week 1: Recruit SS planning committee (PC)
- Weeks 2-5: Weekly meetings of PC
- Weeks 2: View ACGME SS webinar
- Week 3: Create/review SS SWOT template
- Week 4: Create or adapt SS survey draft documents
- Weeks 5: Define focus group process
- Week 6: Presentation of SS planning work to GMEC
- Week 6-8: Formation of program-specific SS committees
- Week 7: Surveys distributed
- Weeks 7-8: Survey data collection
- Weeks 8-9: Program-specific committees meet
- Weeks 9-11: Focus groups/meetings
- Weeks 14-17: SS program-specific committees meet weekly for: data analysis, SWOT analysis, performance of full SS, SS document creation
- Weeks 18-19: Write SS documents for submission to ACGME
- Weeks 19-20: Finalize SS documents for submission to ACGME

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

Elements of SS Document

Initial

- Program Overview
- Program Aims
- Activities to advance Aims
- Opportunities
- Threats
- APE and SS Process

Summary of Achievements

12-18 months later (12 days prior to site visit), a summary of achievements (+/- update) is submitted to ADS to report on strengths, how strengths relate to Aims, achievements in Program self-identified areas of improvement, how they relate to Aims, and how progress to improvements have been tracked and assessed

Med-Peds Programs Survey Summary Tips

- Start thinking about Aims early
- Be organized in data collection along the way
- Diligent contribution and be mindful of process for each APE
- Residency QI project
- Many PDSA cycles
- Start with big picture, then details
- Get a lot of input, outside “walls”, take advantage of additional resources/ collaboration with others