Today's Outline:

- Brief Overview of Self-Study
  - Timeline
  - Self-Study Summary Document (Tips to Completing)
  - Aims, Goals & Tracking
- Breakout Sessions
  - SMART Goal Creation Activity
  - SMART Goal Actions Activity

Recap: What is the Self-Study?

- Longitudinal evaluation of your program(s)
  - Aggregation of APEs
  - Overarching goal to improve your program
  - Able to innovate as you see fit
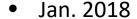
- From 2013/2014 until present

Timeline:

Begin Conducting Self-Study
- Jan. 2018
- 8-12 months prior to due date

Self-Study Summary Due
- Jan. 2019
- Last day of the month

Make Improvements
- Track, track, track
- 24 months
- Upload more docs prior to site visit

10 Year Site Visit
- Jan. 2021

The Self-Study Summary

- 3-page, 8 Question Document (see handout)
- Submit sections electronically to GME for their feedback prior to uploading
- Upload in Webads by Self-Study Due Date

Self-Study Uploads   ⌄

Self Study Due Date (Scheduled): January 31, 2019   [View]
10 Year Site Visit (Approximate): July 01, 2020

Tips to Completing

Program Description (Q1):

– Revised from website, handbook & recruiting documents

Include characteristics such as:

- Notable program info.
- Affiliate site(s) info. (TGH Level 1 trauma center, etc.)
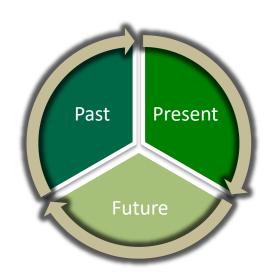- Unique experiences offered

AIMS (Q 2):

Developed Aims by reviewing data from:

- Action Plans
- Major Changes
- SWOTs
- Stakeholder's Goals (i.e. ACGME CLER focus areas)
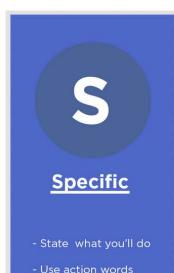
How do we reach our Aims?

– Aims are lofty

– Many things your program does will contribute to more than one Aim

– SMART goals are less lofty

- Help us better track our success in each Aim

What are SMART Goals?

S — Specific

- State what you'll do
- Use action words

M — Measurable

- Provide a way to evaluate
- Use metrics or data targets

A — Achievable

- Within your scope
- Possible to accomplish, attainable

R — Relevant

- Makes sense within your job funcion
- Improves the business in some way

T — Time-bound

- State when you'll get it done
- Be specific on date or timeframe

How do I create SMART Goals?

- Determine which **data you are already collecting related to your Aim(s)** (i.e. ACGME & internal surveys, ITE scores, Annual Updates, SWOTS, Milestone performance, etc.)

- Using this aggregated data, determine **where you are** and **where you'd like to be**

- **Create SMART Goals** to track to get you where you'd like to be (reviewing your RC requirements helps with setting target outcomes)

What are some examples of SMART Goals?

If the Aim was:

Develop a clinical learning environment that monitors and supports the well-being of fellows, faculty, residents, and other members of the health care team

Some SMART Goals to reach that Aim could be:

- ACGME faculty and wellbeing surveys: Achieve scores above the national mean on 70% of the items within the next academic year

- ACGME resident and wellbeing surveys: Achieve scores above the national mean on 70% of the items within the next academic year

Our examples of SMART Goals:

Personal Example: QI/Research
- We found we were strong in participation, weak in dissemination

Our Aim was:
Develop a culture that promotes participation in & dissemination of scholarly activity

Our SMART Goals to reach that Aim were:
- 25% of fellows have presentations at local, regional, or national meetings within 2 years, 50% in 5 years
- 25% fellows have a publication in peer reviewed journal or a book chapter within 2 years, 50% in 5 years

BREAKOUT ACTIVITY:
Create your own SMART Goals

Example Aim:
Graduate trainees with the knowledge, skills, and attitudes to provide the highest quality of care for their patients and to maintain their professional satisfaction

- Create a SMART goal that will help you reach the above Aim

Some Example SMART Goals you could have used are:

- Attain MSK Ultrasound certification (or another certification for your specialty/sub-specialty) for 50% of graduating residents/fellows each academic year
- In-service exam Year 1 residents/fellows: Achieve at or above the 50th percentile
- In-service exam Year 2 residents/fellows: Achieve at or above the 80th percentile
- Graduating fellows: 100% of residents/fellows achieve levels of "Ready for Unsupervised Practice" and/or "Aspirational" in all of the ACGME sub competencies
- Graduates achieve 100% board pass rate
- Graduates > 50% participate in MOC
- Graduates > 50% participate in wellness activities
- Graduates > 50% participate in QI/patient safety

Now, how do I reach these <u>SMART Goals?</u>

- With program activities/action items
- Place <u>all program's activities</u> in your annual action plans to keep track

2018-2019 Rheumatology Action Plan						
Weaknesses from 17-18	Proposed Actions	Person Responsible	SMART Goals	Actual Outcome	Resolved (Y/N)	Aligned Aims
Dissemination of Scholarly Activity - Publications and int'l, nat'l and/or reg'l presentations	List of potential ideas for QI and research projects put together by faculty and fellows, utilize stat support (Kumar)	Program Director & Key Clinical Faculty	25% of fellows present at local, regional, or national meetings by 2 yrs, 50% by 5 yrs			4
	Organizing and adding onto CANVAS Module for potential Conferences for fellows to present & Journals to publish	Program Coordinator	25% fellows have a publication in peer reviewed journal or a book chapter within 2 yrs, 50% in 5 yrs)			

BREAKOUT ACTIVITY:
How will we reach our SMART Goal?

SMART Goal

ACGME faculty and wellbeing surveys: Achieve scores above the national mean on 70% of the items within the next academic year

- What are some actions that your program can take to reach the above SMART Goal?

Some Example Actions to reach your SMART Goals could be:

- Forwarding USF, GME & Affiliate Hospital Wellness Opportunities out to faculty, fellows and staff

- Implement a Wellness & Fatigue Mitigation Curriculum during your didactics or other conferences

- Create a Wellness Module [could house in CANVAS (LMS)] to include resources for physicians

Finally, how do I track our progress?

- Place <u>all program's</u> benchmarks in a dashboard for year-to-year progress report

AIMS	Benchmarks	2016-2017	2017-2018
	Dissemination of Scholarly Activity - See Research Sheet for details (Goals listed below)	2016-2017	2017-2018
4	Fellow Presentation @ Local, Regional, or Nat'l Meetings (Goal 25% by 2 yrs, 50% by 5 yrs)	0%	0%
	Fellow publication in peer reviewed journal or a book chapter (Goal 25% by 2 yrs, 50% by 5 yrs)	0%	0%
	Faculty demonstrating scholarship per RRC requirements (Goal 50%)	60%	60%

Tips to Completing

<u>Example Activities to Advance this Aim (Q 3):</u>

Activities/Action Items From Action Plans

<u>Opportunities & Threats (Q4 & 5):</u>

Most recent SWOT, or recurring trends from aggregate SWOTs can help in developing

These are external (not in direct control of program), please see handout

<u>Significant Changes & Improvements (Q 6a):</u> Use Action Plans & Major Changes from ACGME Annual Update

<u>Plans for the Future (Q 6b):</u>

Place your SMART goals here

Tips to Completing

Self-Study Process & Learning (Q 7 & 8):

Update as you go through the process, easier to remember

Be sure to include all stakeholders by title (not name)

- Include core programs, GME, alumni, current residents/fellow, PEC members, CCC members, etc.
- Level of buy-in will vary, this is okay

Overall Tips

- Do not reinvent the wheel!
- Most info. you have, just needs aggregating & fluffing
- Set SMART goals for Aims
- Track SMART goals in your action plan
- Show progress towards aims in a dashboard (year-to-year)
- Hold back-to-back PEC & SSC meetings if limited on time
- Electronic correspondence is helpful if unable to meet face-to-face
- The more buy-in, the better!
- Reach out! We're all in this together ☺

Questions/Comments?

Thank You!

No…It is not over yet

Objective

- Review the cycle of the 10-year accreditation site visit

- Review the Five Ws (and 1 H) of the 10 year site visit

- Tips for success

Accreditation Cycle

Who has gone through a site visit before the Next Accreditation System (NAS)?

Why do we have site visits?

ACGME conducts 10-year site visits to assess **overall compliance** and **ongoing improvement** in a Sponsoring Institution and programs

Who conducts the site visit?

- **Not conducted by RC**

- conducted by Accreditation Field Representatives (physicians employed by the ACGME)

- Biographical summaries are available on the ACGME website.

Who will the site visitor need to see?

- program director, associate directors (if applicable) and the coordinator

- residents/fellows,

- faculty members,

- designated institutional official (DIO)

- chair or program vice dean of education, etc.

When do you receive notice of site visit?

- 24-36 months after submission of Self Study Summary
- 90 days' notice
- Notification is e-mailed by Department of Field Activities staff members.
- Must email acceptance of site visit date within 48 hours after the receipt of site visit letter

Where will the site visit occur?

At USF in same facility as core program (if applicable)

Program must:
- schedule a conference room that has a central of sufficient size to allow all participants to have a place at the table **(no classroom seating).**
- make arrangements for food/snack for site visitor

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What data do you need to provide before visit?

- Block Diagram
- Faculty Roster
- Participating Sites
- Overall Evaluation Methods
- Clinical Experience and Educational Work
- Program Director CV
- Responses to Citations
- Major Changes and other updates
  - include recent changes or improvements in the program, or interventions to address lower-scoring items in the ACGME Resident or Faculty Surveys.

<u>What</u> documents do you need to provide during site visit?

Sponsoring and Participation Institutions

1. Current, signed program letters of agreement (PLAs)

Resident Appointment and Evaluations

2. Files of recent program graduates and current residents/fellows Educational Program

3. A sample of competency-based, educational level–specific goals and objectives for one rotation/assignment

4. Conference schedule for current academic year

Faculty and Program Evaluation

5. Sample of a completed annual confidential evaluation of faculty by residents/fellows

6. Written description of the Clinical Competency Committee (CCC)

7. Written description of Program Evaluation Committee (PEC)

<u>What</u> documents do you need to provide during site visit?

<u>Duty Hours and the Learning Environment</u>

8. Program-specific (not institutional) policies for supervision of residents/fellows

9. Sample duty hour compliance data demonstrating your monitoring system

<u>Quality Improvement</u>

10. Sample documents demonstrating resident/fellow participation in patient safety and quality improvement projects

Note this may change with 2019 CPR

<u>What</u> should be in resident files?

- written evaluations from multiple evaluators,
- Semi-annual evaluations (must include signature of both PD and trainee and document review of milestones, caselogs and ILP)
- records of the resident's/fellow's rotations and other training experiences
- medical school graduation documentation or ECFMG certification for IMG
- for residents/fellows engaged in moonlighting, a prospective, written statement of permission from the program director
- documentation of current training or permanent licensure
- documentation of required added training, such as ACLS, PALS, etc.
- documentation of scholarly activity and quality improvement projects, including records of presentations, abstracts, and publications
- records of any educational disciplinary actions, as pertinent to the particular resident/fellow

How can you show resident files?

- Paper
- PDF file

How does the self study fit in?

RC verifies that the self-study document offers an:

objective factual description of the learning and working environment

(Self-Study Summary)

Internal Medicine Specialty Update ACGME 2019

How does the self study fit in?

RC verifies that the self-study document offers an:

educational outcomes and their measurements and how processes and the learning environment contribute to these outcomes

(Self-Study Summary of Achievements)

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Activity

Are you ready for a site visit?

How should you prepare?

- Keep reviewing self-study summary data and action plan

- Complete Summary of Achievements before notification of site visit

- Review accreditation documentation

- Mock Visit with GME

- When in doubt reach out

I'm not a genius. I'm just passionately curious.

— Albert Einstein —

AZ QUOTES