The Self-Study Process

Where's my roadmap?

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Disclosures

- No financial disclosures
- Most of my images have been copied from google...
Objectives

- Shed Light the Self-Study Process
- Review Lessons Learned
Congratulations, It’s a Self-Study!
Self-Study: Shining a light on the process

Previous model:
- ACGME site-visits every 3-5 years

Current model:
- Programs submit an annual evaluation (WEBADS)
- Annual evaluations will become the core data that drives self-study document
- Site-Visits now arranged in 10-year intervals after submission of SS Document (18-24 mos)
Self-Study: How will my program be notified?

You’ve Got Mail

4/4/2018

Heron E Rodriguez, MD
Program Director
Northwestern University Division of Vascular Surgery
676 N. Saint Clair St.,
Suite 650
Chicago, IL 60611

Dear Dr. Rodriguez,

Please read this letter attentively, follow the instructions, and references below to conduct your self-study, and submit the self-study summary to the ACGME.

In the new accreditation system each program will undergo a self-study every 10 years. The date for the first self-study and the 10-year site visit has been set by the Accreditation Council for Graduate Medical Education, in collaboration with the Review Committee.

It is time to begin the self-study for the following program:

Program No.: 4511621001
Vascular surgery - integrated
McCaw Medical Center of Northwestern University Program
Self Study Date: 11/01/2018

Initiating the Self-Study
Information on how to conduct the self-study in eight simple steps, as well as added resources for the self-study, can be found on the self-study web page, accessible from the ACGME’s main page.

Uploading the Self-Study Summary
After you have completed the self-study, you will enter key information from this process into a self-study summary for uploading through the Accreditation Data System (ADS). The template for the self-study summary is available from the self-study web page, as well the self-study summary short form. This form is optional and can be used by transitional year, allergy and immunology, and colon and rectal surgery programs, programs accredited within the past three years of the self-study date, or smaller subspecialty programs (fewer than four residents/fellows). The self-study summary collects information about your program’s aims and environmental context, as well as the self-study process. The summary does not collect information about your program’s strengths or areas for improvement.

At the time of your 10-year site visit, 18 to 24 months after you have completed the self-study and uploaded the self-study summary, the ACGME will ask you to prepare and upload a summary of achievements that describes the improvements the program has made in areas that were identified during the self-study 18 to 24 months earlier. More information about preparing for the 10-year accreditation site visit can be found on the ACGME web page, here.

Time frame for uploading the self-summary document through ADS: 10/01/2018 and 11/30/2018
Self-Study Summary
(Short Version for Subspecialty Programs)
Accreditation Council for Graduate Medical Education

Use this template for aggregating information from the self-study for submission to the ACGME. This form is optional for use with subspecialty programs. Program may choose to use this form, or the longer standard form.

After completing the self-study, answer narrative Questions 1-6.
The deadline for uploading the self-study summary 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 July 2016 as the date of the first site visit, the document must be uploaded by July 31, 2016.)

Notes:
The documents will be used to assess the program’s aims and environmental context, as well as the process used for the self-study and how this facilitates program improvement.
Do NOT provide information on areas for improvement identified during the self-study. A separate document to be submitted 12 to 18 months after initiating your self-study will request information on improvements realized in areas identified in the self-study.
The materials provided for the self-study include a blank Annual Program Evaluation Summary (AnnualEvalSummary.doc), and a form for tracking action plan across successive Annual Program Evaluations (AnnualEvalupdate.doc). You are not required to use these forms, and may instead develop your own or adapt other existing forms.

Program Description and Aims
Describe the program and its aims, using information gathered during the self-study.

Question 1: Program description and aims
Provide a brief description of your residency/fellowship program, as you would to an applicant or a prospective faculty member. (Maximum 200 words)

Question 2: Program activities to advance the aims
Discuss the subspecialty program’s aims, and current activities to 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 3: Opportunities for the program
Based on the information gathered and discussions during the self-study, what are important opportunities for this program? (Maximum 250 words)

Question 4: Threats facing the program
Based on the information gathered and discussions during the self-study, what are real or potential significant threats facing this program? (Maximum 250 words)

Annual Program Evaluation and Self-Study Process
Provide a brief description of the process for the Annual Program Evaluation, including action plan tracking, and the self-study process for this program.

Question 5: Self-study process
Provide information on your subspecialty program’s self-study, including who was involved, how data were collected and assessed, how conclusions were reached, and any other relevant information. (Maximum 250 words)

OPTIONAL Question 6: Learning that occurred during the self-study
Describe any learning that occurred as a result of the program's self-study. The ACGME intends to use this information to identify best practices for conducting a self-study for dissemination to the medical education community. (Maximum 250 words)
Self-Study: The lessons I learned
When you live to tell the tale

LET'S GET DOWN TO BUSINESS
Lesson 1: Separate authors
When you have a residency and fellowship

\((0+5 \text{ Program}) + (5+2 \text{ Program}) = 2 \text{ Separate Self-Studies}\)

What does this mean?
Documents should be separate in detail, but related

Solution: Assign 2 different authors
Lesson 2: Build-in extra time
Always account for Murphy’s Law

You will want extra time for:
- Coordinating schedules with stakeholders
- Working with the parent program
- Proper feedback
- Focus groups and institutional barriers
- Writers’ block
- Editing
- GMEC review
- Other program responsibilities
Lesson 3: Work with your parent program
We are one big, happy family

Northwestern is an academic institution = close proximity to parent program and GME office

Be proactive in communication prior to the initial planning meeting

Employ parent program’s feedback method:
- Anonymous surveys
Lesson 4: You can and should contact former faculty and alumni for feedback

Not just opening Pandora’s Box for the sake of it

Create a separate, anonymous survey for:
- Former faculty
- Alumni

Why?
- Reduces internal bias
- Allows for feedback baseline
- Provides historical context
Lesson 5: Transparent communication is best
No need for supercalifragilisticexpialidocious

Set clear expectations of roles and focus groups
- Mandatory attendance and engagement
- Timeliness

The goal is to communicate efficiently and effectively
Lesson 5: Prepare for all kinds of feedback
The good, the bad, and the ugly

The data are anonymous; therefore, you will likely receive feedback that may be startling

Your job is to decipher the feedback that can be harnessed into measurable activities to reach your listed aim

Solution: Enter in the “Ghost List”
Lesson 6: Utilize mentorship and ask for help

Don’t let pride get in the way of a life vest

Don’t be afraid to:
- Ask for direction or examples from your GME office
- Utilize the AVSC community

This is not meant to be secretive, and there is no cheating
  - Each document is unique because program content is individualized
Questions?
THANK YOU!