



ACC.18™

67th Annual Scientific Session & Expo

ORLANDO
MARCH 10 - 12
2018

The Insider's Scoop on the ACGME Self-Study

Jessica Jamrozik
Lisa A. Mendes, MD, FACC
Julie B. Damp, MD, FACC
Vanderbilt University Medical Center

Education Objectives

1. Learn how to prepare a schedule for the self-study process.
2. Develop an organized process for documentation of data.
3. Identify and organize resources that will be useful for program improvement.
4. Build a collaborative environment with other internal medicine and subspecialty programs



ACC.18

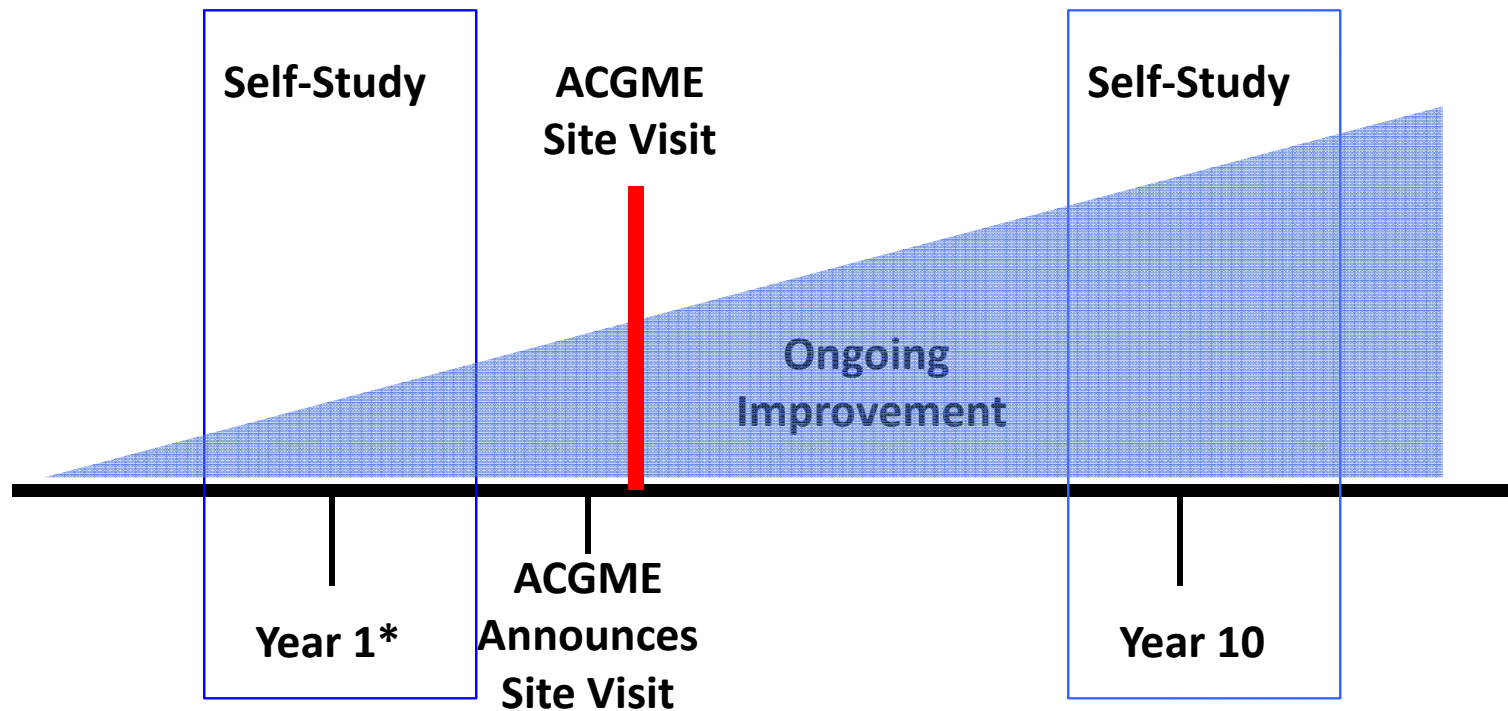
Rationale for Self-Study

The self study is a comprehensive description of how the program provides an effective learning and working environment that leads to improved educational outcomes, and identifies strengths, weaknesses and plans for improvement.



ACC.18

Timeline of the Self-Study and the 10-Year Site Visit



* Annual Program Evaluation and ACGME review occurs yearly

Self-Study Process

1. Assemble Self-Study Group
2. Discussion of program aims
3. Create a longitudinal assessment of program strengths and areas for improvement
4. Examine opportunities and threats
5. Obtain stakeholder input
6. Interpret data and aggregate findings
7. Discuss findings with stakeholders
8. Write and submit the succinct Self-Study document



Our Goal

To partner with the Department of Medicine and its subspecialties in order to facilitate the self-study process and collaborate on methods that would help each program accomplish their goals.



Overview

1. Prepare a schedule for the self-study process
2. Methods to engage leadership, faculty, staff and trainees in the self-study process
3. How to collaborate with other subspecialty programs
4. Review techniques to document and review the self-study process
5. Identify useful resources to assist with program improvement and achieving program goals
6. Documentation of programmatic assessment and improvement
7. How to complete the ACGME self-study form.



1. Prepare a schedule

- Start the self-study process at least 3-4 months prior to submission date
- Create a schedule or timeline to accomplish tasks
- At VUMC we collaborated with Internal Medicine



Example Schedule

Date	Activity
Jan 18 th	Self-Study Group meets to discuss Program Aims
Jan 30 th	Summary of Program Aims Complete
Feb 8 th	Self-Study Group meets to examine opportunities and threats facing the program
February 9 th – March 15 th	PDs compile data for assessment of program's improvement
March 15 th - April 7 th	Stakeholder input via fellow and faculty meetings
April 21 st	PDs send key finding document to Self-Study Group
April 21 st - May 10 th	Key findings shared with stakeholders at fellow and faculty meetings
May 15 th	PDs send ACGME self-study document to Self-Study Group for comments
May 15 th – May 28 th	PDs obtain Chair and DIO approval
May 28 th	Submit to ACGME



Example Schedule

Date	Activity	Detail
Jan 18 th at 1pm	Self-Study Group meets to discuss Program Aims	Members: PDs, key faculty, fellows Program Aims: <ul style="list-style-type: none"> - Key expectations for the program and how it differentiates itself from other programs in the same subspecialty. - May focus on types of trainees in the program, training for particular careers - Should align with what our graduates do after training - Aims should align with our community of patients
Jan 30 th	Summary of Program Aims Complete	PDs to send out to Self-Study Group
Feb 8 th at 1pm	Self-Study Group meets to examine opportunities and threats facing the program	Opportunities <ul style="list-style-type: none"> - External factors not under control of program, but may help it flourish (populations, collaborations, technology, etc) Threats <ul style="list-style-type: none"> - Similar and could harm program growth (change in support, institutional factors, community factors)

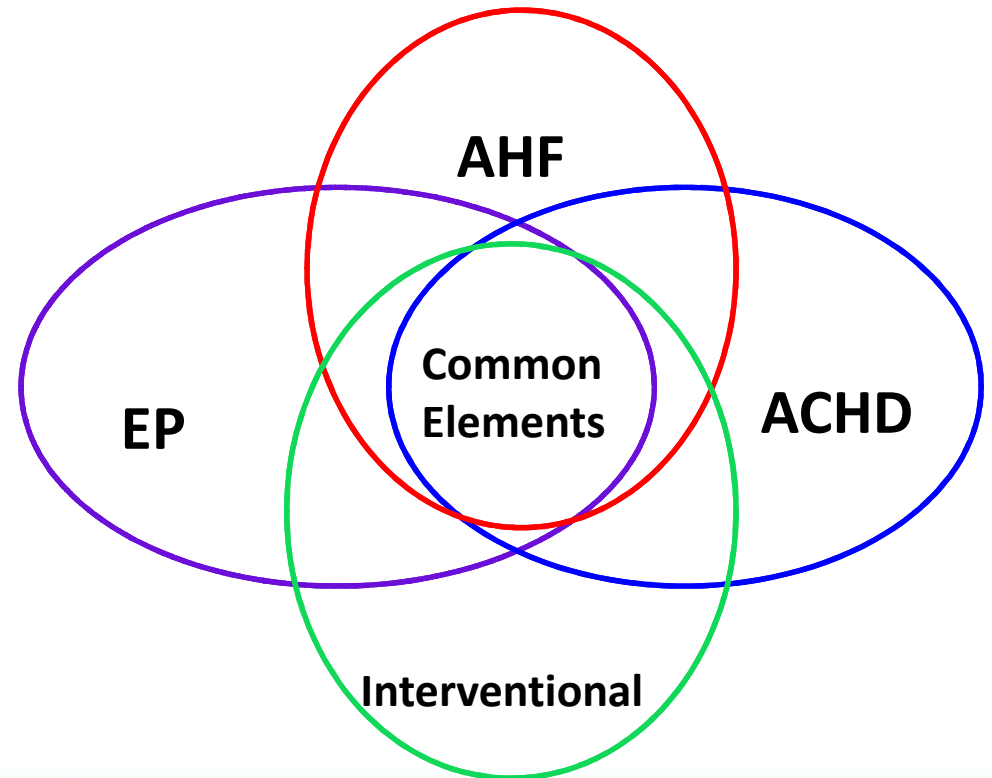
2. Engage leadership, faculty, staff and trainees

- Cardiovascular Medicine
 - Invite subspecialty leadership to all meetings
 - Frequent updates to fellows and faculty
 - e-mails summarizing discussions
 - Encourage interactive sessions
 - Document all meetings and communications



3. Collaborate with other subspecialty programs

- **Work as team**
- **Assure aims are aligned**
- **Review data as group**
- **Present to all stakeholders**
- **Document, document, document**



4. Review techniques to document and review the self-study process

- An agenda was prepared for each meeting
- E-mail invites and reminders
- Meeting attendance
- Minutes of meeting recorded, organized and reviewed with PDs
- Separate electronic folder with all data



5. Identify resources to assist with program improvement and goals

- ACGME
 - Faculty and Fellow surveys
 - APE
- Institutional Data
 - Patient surveys
 - National rankings
 - Research Funding
- Program Specific
 - ACC ITE
 - ABIM Board Certification
 - Internal Program Survey
 - Graduate survey



Remember to:

- Address any active citations identified at prior reviews
- Be proactive in improving areas that may not be in compliance with ACGME requirements
- Focus on improvements that are in line with program aims.



ACC.18

6. Documentation of Programmatic Assessment and Improvements

- Organize collected data
- Summarize findings
 - document self-study document
 - develop outline for improvement
- Prioritize tasks and identify leaders
- Regular updates of progress



7. Complete the ACGME self-study form

1. Program Description
2. Program Aims
3. Program Activities to Advance the Aims
4. Opportunities for the Program
5. Threats facing the Program
6. Annual Program Evaluation Process
7. Self Study Process
8. OPTIONAL : learning that occurred during the self-study



Keys to Successful Completion of the Self-Study

- Start early and prepare a timeline for completion
- Engage fellows, faculty and staff
- Collaborate with Internal Medicine, other IM Subspecialties as well as Cardiovascular Medicine specialties
- Document, document, document



ACC.18