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# Annual Program Evaluation SWOT Analysis

Preparation for the Self Study

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# Recent UMMC Experiences related to the APE

- Ortho Focused SV
  - SV specifically required meeting with the PEC
- OBA Initial SV
  - SV read/reviewed PEC minutes
  - Suggested (a) revisiting improvements proposed for the previous year, (b) documenting progress and outcome after implementing change, (c) closing the loop on improvement

# The Self-Study

- Offers insight into:
  - how prior areas for improvement were addressed, and
  - information about current areas still in need of improvement
- A new approach to self-assessment that focuses on:
  - producing a record of improvements
  - Identifying areas still being worked on
  - followed by Self-Study Visit (SSV)
  - information about current areas still in need of improvement.

# Self Study Process

- Derived from currently existing program elements:
- APE-I & PEC Minutes
- Annual Accreditation LON—new, resolved or continued citations, AFIs, concerning trends
- Special Reviews & Site Visit Reports

ADS  
Update  
Information

Milestone  
Data

Resident  
Survey

Faculty  
Survey

Operative  
and Case  
Logs

Board Data

# APE Minutes Template

- Includes essential elements for effective program review

# Overview of UMMC Program's APE Minutes (submitted Sept 2014)

See annotated to APE template

# Annual Program Evaluation Minutes

## Enhancing Documentation

- Written plan of action to document the initiatives to improve performance in identified areas
- How initiatives for improvement will be measured and monitored
- Monitor and track progress on previous year's action plans
- Formative document for the Self-Study
- May be requested by the review committee to “trace” longitudinal improvements of selected program processes ( Program QI)



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# SWOT Analysis

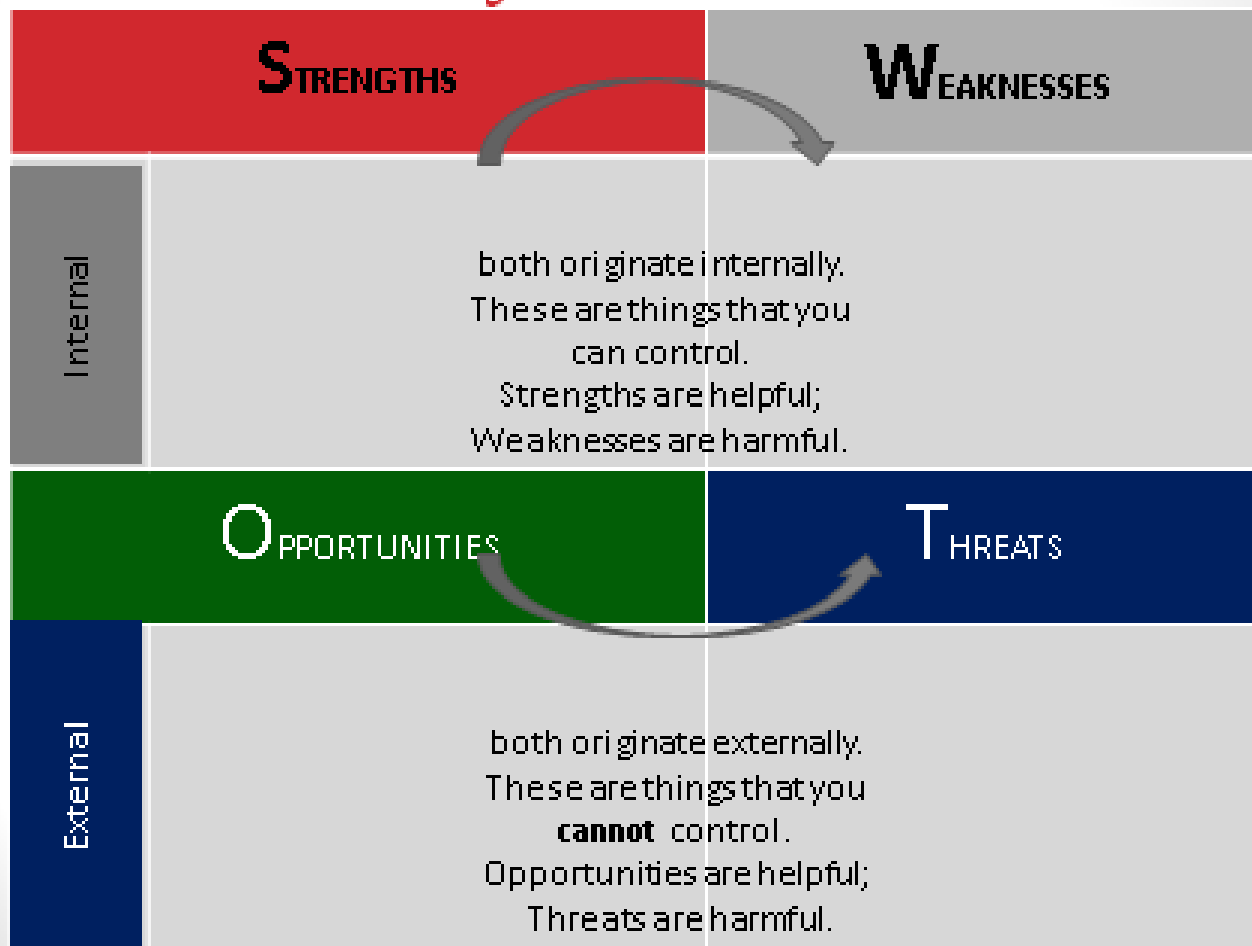


# What is SWOT Analysis?

A SWOT analysis is a standard way of looking at a program/project to identify opportunities for improvement and potential areas of risk by listing a project's strengths, weaknesses, opportunities, and threats.

A benefit of identifying potential threats is that it facilitates the development of contingency plans for dealing with them.

# SWOT Analysis Matrix



# SWOT Analysis Matrix

	<b>STRENGTHS</b>	<b>WEAKNESSES</b>
<b>Internal</b>	<p>What are the most important strengths?</p> <p>How can we best use them and capitalize on each strength?</p>	<p>What areas need improvement (or should be avoided)?</p> <p>Weaknesses can sometimes be the absence of certain strengths</p> <p>Ask: What would remove or overcome this weakness?</p>
	<b>OPPORTUNITIES</b>	<b>THREATS</b>
<b>External</b>	<p>What other external opportunities exist and how can we best exploit or benefit from each?</p>	<p>Can include anything that stands in the way of your success.</p> <p>Ask: What can be done to mitigate each threat? Can a threat become an opportunity?</p>

# STRENGTHS

# WEAKNESSES

## (COMMON AREAS FOR IMPROVEMENT)

Internal

Faculty experience  
Capabilities & dedication,  
Resident excellence and caring

Capabilities of vendor-provided residency management suites to generate useful data for Clinical Competency Committees

-Faculty development needs particularly needs related to faculty members' expanded role in making Milestone assessments.

# OPPORTUNITIES

# THREATS

External

Factors beyond the immediate control of the program that, if acted upon, contribute to enhanced success

Factors that could have a negative effect on the program  
(i.e: community settings for resident experiences & the pressure for clinical productivity on community practitioners)

The Affordable Care Act  
(i.e reduced community faculty ability and willingness to serve as preceptors for residents).

# SWOT

## Strengths and Areas for Improvement

- Identify by
  - Annual Letter of Notification (LON)
    - Accreditation Status
    - Citations
    - Areas for Improvement (AFI)
    - Concerning Trends
  - APE-I Minutes
  - Other Program or Institutional Data Sources
    - National or Regional Program Specialty Metrics
    - UMMC GME measures

# SWOT

## Areas for Improvement

- What factors within the program's control detract from the ability to maintain a high-performing program?
- What does the program lack (in expertise, technology, access to patient population, research)?

# Annual Program Evaluation Minutes

## Tips

- Discussion section should include sufficient detail to understand the program or its processes
- Written plan of action for the current year should
  - document the initiatives to improve performance in the identified areas
  - How initiatives for improvement will be measured and monitored
- Monitor and track progress on previous year's action plans & outcome(s) after implementing changes
- APE-I is a formative document for the Self-Study
- May be requested by the review committee to “trace” longitudinal improvements of selected program processes (program QI)

# Questions, Comments, Discussion