

Self-Study Preparation UMMC GME Programs

Originally prepared by:

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What is the Self-Study?

The self-study is an objective and comprehensive evaluation of program that is designed to identify 4-5 areas for improvement. No program is perfect, and all need to have a continuous improvement process in place in order to grow and excel in this ever changing environment. The self-study is also a longitudinal evaluation of the Program & Learning Environment and builds on the yearly program evaluations. The overall goal of the entire process is to improve the program.

The self-study also offers insight into how prior areas for improvement were addressed, and information about current areas that are still in need of improvement.

In summary, the self-study is a new approach to self-assessment that focuses on:

- Producing a record of improvements
- Identifying areas still being worked on
- Information about current areas that are still in need of improvement

The entire process will culminate in the uploading of documentation to the ACGME and a self-study visit followed by an accreditation site visit.

The Self-Study Process

Information is reviewed from:

- Currently existing program elements (e.g.: ADS updates, Faculty and Resident Surveys, Alumni outcomes data (Board certification, employment history), departmental vision statements & strategic plan)
- Annual Program Evaluation (APE) & Program Evaluation Committee (PEC) Minutes
- Annual Accreditation Letters of Notification—new, resolved or continued citations, Areas for Improvements (AFIs), concerning trends
- Special Reviews & Site Visit Reports

How to Start

- Review and assemble documentation on the performance of your program:
 - Summarize program changes since last and most recent Site Visit
 - Collate and review 3 – 5 years of APE/PEC minutes
 - Use GME APE/PEC executive summary to trace the Action Plans (AFI, Intervention, Follow up, Resolution) from 3 – 5 APE/PEC minutes
 - Collate 3 – 5 years of annual accreditation letters. Thoroughly review and address all citations, areas for improvement, concerning trends.
 - Review 3 – 5 years of ACGME resident-fellow and faculty surveys
 - Review 3 – 5 years of ADS updates
 - Thoroughly update most recent ADS update
 - Review current & proposed ACGME program requirements and assess program's

- compliance with requirements
 - What does the program do to comply with specific requirements?
 - What areas need more attention and a more optimal approach?
 - GMEC Special or Internal Review Reports
 - Are the areas identified unchanged, improved, addressed, ongoing?
 - Documents supporting program outcomes
 - Department's or Divisions Strategic Plan
 - Alumni outcome surveys
 - Consider sending out a needs assessment to all your faculty, residents and fellows. This can be general, asking for Strengths, Weakness, Opportunities, and Threats facing the program; or this can be specific, designed to address specific domains (i.e. Clinical, Scholarly Activity, Research, or based on rotations in your program)
- Assemble Self Study Group (Key Stake Holders). Some to consider are:
 - Internal Perspectives
 - PEC, CCC and Education Committee Members
 - Trainees
 - PD, APD, RC, Rotation Directors, +/- Dept Chair
 - Other Faculty
 - External Perspectives
 - Clerkship/Rotation directors
 - DIO
 - CMO
 - Rotation Directors from internal and external rotations
 - Advanced practice providers (APPs)
 - Nurses
 - Departmental Administrator
 - Program Alumni
 - Faculty from outside the program, who were involved in GME reviews of program

Organize the Self-Study group:

- Select Self Study Chair & Co-chair
 - This can be the Program Director or assigned to another faculty member. Regardless, the individual should report all findings to the Program Director.
- Obtain Key Stakeholder Input
- Survey Department Members
 - Needs Assessment
 - SWOT Analysis
 - Vision for the Department
- Assign Subcommittees
 - With specific charges
 - To address specific areas
 - Sub-committees can be designed as you see fit, some suggestions are:

- Based on different practice tracks or disciplines within your field
 - Based on areas identified in the SWOT or needs assessment that the self-study group chooses to address.
- Schedule Meetings
 - Recommend monthly. Sub-committees may meet more frequently, but the entire self-study group and PD should be updated monthly. This ensures that the groups are working towards the goals of the self-study and not waiting until the deadline to complete their work.
 - Document minutes and time commitment

Goals for the First Meeting of the Self Study Group

- Identify the Program Aims. What are the goals and expectations for the program?
- Some suggestions are:
 - How does the Program differentiate itself from other programs in the same specialty?
 - What are the local, regional, community and patient population that is served?
 - What type of trainee does the program seek to attract?
- What are the outcomes from those who train in the program?
 - Actual & Realized
 - Describe as it pertains to an applicant or prospective faculty member
- Revisit the program aims at the final meeting.
 - Are they:
 - Aspirational
 - Derived from information gathered during self-study
 - What does the program strive to become, in the future?
 - Consider revising the Program Aims based on the information obtained from the self-study process.

How to do the SWOT Analysis?

- For the first draft aggregate all of your data and identify areas of:
 - Strengths – In what areas does your program excel?
 - Weaknesses – What does your program need to work on or what do other programs do better than yours?
 - Opportunities – Are there new areas that can be explored to improve the education of your residents/fellows? i.e. new hospital affiliations, new practice tracks, new surgical procedures, new fellowship tracks, etc.
 - Threats – What do you see on the horizon that is making it more difficult to train your residents/fellows? Are there competing learners, pressures on faculty for more RVUs and research, competition for same procedures or patients, etc.?
- Complete this rough draft at the initial meeting
- Revise and redraft as the subcommittees work through the issues.
- Based on information gathered during self-study

- Analyze, Interpret, Aggregate Findings and then prioritize into approximately 5 areas for improvement.
- For the ~5 areas of Improvement you will need to
 - Prioritize their importance
 - Define Action Plans
 - Assign tasks to subcommittees or members to work out the plan
 - Provide suggested time-line for improvements
 - Set up short term and long term goals

Conclusion of Self-Study

It is imperative that the PD discusses and shares the findings with all the program's stake holders. Everyone should be aware of the work that went into the self-study project and know of the areas of improvement. Your audience will include all department members and stake holders. The goal is obtain alignment and consensus in the department and to allow additional comments and discussion from those who may not have participated.

The Final Work Products

The finished products are:

- A Summarized Report from all subcommittees
- Program aims
- Program activities to advance aims (i.e. Action Plans from each subcommittee)
- SWOT analysis – final version
- Summarize learning that occurred during self-study
- Several reports will be created. They are:
 - 2 months before due date
 - Self-study Group Report – Internal
 - ACGME Self-study Summary -- External
 - Share with all self-study members for editing & review
 - Send Draft of group report and ACGME summary to GME office (DIO, ADIO, GME director) for review and comment
 - 1 month before due date
 - Final upload in ADS

Self-Study Timeline

- 1 year prior to self-study date
 - Collect documents
 - assemble self-study group
 - Schedule & complete GMEC Special Review (Note: special review is mandatory, unless completed in the previous 1 – 2 years)
- 6 months prior to self-study date
 - Self-study announcement from ACGME
 - 1st meeting of self-study group - followed by monthly meetings

- 3 months prior to self-study date
 - Self-study chair & PD present progress report at GMEC
- 2 months prior to self-study date
 - Written Reports due to GME office, program incorporates GME recommendations
- 1 month prior to self-study date
 - Program completes, edits and forwards final draft to GME office for final review
 - Reporting Window – Program uploads approved-reviewed Self-study summary in ADS

What Next: After Uploading Self-Study Summary

- Begin to Act On and Track Improvement Processes
- After 12 – 18 months, RC will request info on improvements based on areas identified in self-study
- Accreditation site visit will follow

Core & Subspecialty Programs

ACGME links the core program, subspecialty programs and the sponsoring institution. Self-study group for core program should try to coordinate activities with the self-study groups for any dependent subspecialty programs, to take advantage of common dimensions, explore potential synergies, and reduce the burden that may be associated with conducting an independent self-assessment.

Resources:

- Guralnik A. The ACGME Self-Study—An Opportunity, Not a Burden, JGME, Sept 2015
- Philibert I. The Program Self-Study and the 10-Year Site Visit: Rationale for a New Approach, June 2015
- Philibert I. A Practical Guide to the ACGME Self-Study, JGME, Sept 2014
- Martinez S. Initial Tests of the ACGME Self Study, JGME, Sept 2013
- UMB 2016 Self Study (an excellent example from our campus, compares schools, in detail) <https://www.umaryland.edu/middlestates/2016-self-study/>



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What is the Self Study?

- Objective, comprehensive evaluation of program
- Longitudinal evaluation of Program & Learning Environment
- Aim of improving

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) -- *TBD*
 - 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

1. Pre-Work

How to Start (APE/PEC minutes)

- Summarize program changes since last and most recent Site Visit
- Collate 3 – 5 years of APE/PEC minutes
- Use GME APE/PEC executive summary to trace the Action Plans (AFI, Intervention, Follow up, Resolution) from 3 – 5 APE/PEC minutes

How to Start (ADS)

- Collate 3 – 5 years of Annual accreditation letters. Thoroughly Review and Address all citations, areas for improvement, concerning trends.
- Review 3 – 5 years of ACGME resident-fellow and faculty surveys
- Review 3 – 5 years of ADS updates
- Thoroughly update most recent ADS
- Review current & proposed ACGME program requirements and assess program's compliance with requirements
 - What does the program do to comply with specific requirements
 - What areas need more attention and a more optimal approach

How to Start Other Documents

- GMEC Special or Internal Review Reports
 - Are the areas identified unchanged, improved, addressed, ongoing
- Other Items
 - Documents supporting program outcomes
 - Department's or Divisions Strategic Plan
 - Alumni outcome surveys

2. Assemble Self Study Group

Key Stake Holders

- Internal Perspectives
 - PEC, CCC and Education Committee Members
 - Trainees
 - PD, APD, RC, Rotation Directors, +/- Dept Chair
 - Other Faculty
- External Perspectives
 - Clerkship/Rotation directors
 - DIO
 - CMO, Rotation Directors from internal and external rotations, APPs, RNs, Dean, Dept Administrator, Program Alumni
 - Faculty from outside the program, who were involved in GME reviews of program

3. Organization

- Select Self Study Chair & Co-chair
- Obtain Key Stakeholder Input & Survey Department Members
 - Needs Assessment
 - SWOT Analysis
 - Vision for the Department
- Assign Subcommittees
 - With specific charges
 - To address specific areas
- Schedule Meetings
 - Recommend monthly
- Document minutes and time commitment

4a. Program Aims (at the first meeting)

- Goals & Expectations for Program
- How the Program differentiates itself from other programs in the same specialty
 - What is the local, regional community and patient population is served
 - What type of trainee does the program seek to attract
 - What are the outcomes from those who train in the program
- Actual & Realized
 - Description as it pertains to an applicant or prospective faculty member

4b. Program Aims (at the final meeting)

- Aspirational
 - Derived from information gathered during self-study
 - What does the program strive to become, in the future?

5. SWOT Analysis

- 1st Draft
 - Aggregate of Input
 - Developed at Initial Meeting
- 2nd Draft/Final Version
 - Re-visit & Revise 1st draft
 - Based on information gathered during self-study

6. Analyze, Interpret, Aggregate Findings

- What are the self-identified areas for improvement? (approximately 5)
 - Prioritize
 - Define Action Plans
 - Incorporate the work of the subcommittees

7. Develop Plans for Improvement

- Suggested time-line for improvements
 - Short term & Long Term
 - 1 year
 - 2 years
 - 5 years

8. Discuss & Share Findings

- All Department Members & Stake Holders
- Develop Alignment & Consensus
- Allow comments and discussion

9. Documents

The “Finished” Products

- Collate/Summarize Reports from all subcommittees
- Program Aims
- Program Activities to Advance Aims
 - i.e. Action Plans from each subcommittee
- SWOT analysis – final version
- Summarize Learning That Occurred during Self-Study

Reports

- 2 months before due date
 - Self study Group Report – Internal
 - ACGME Self study Summary -- External
- Share with all self-study members for editing & review
- Send Draft of group report and ACGME summary to GME office (DIO, ADIO, GME director) for review and comment
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Timeline

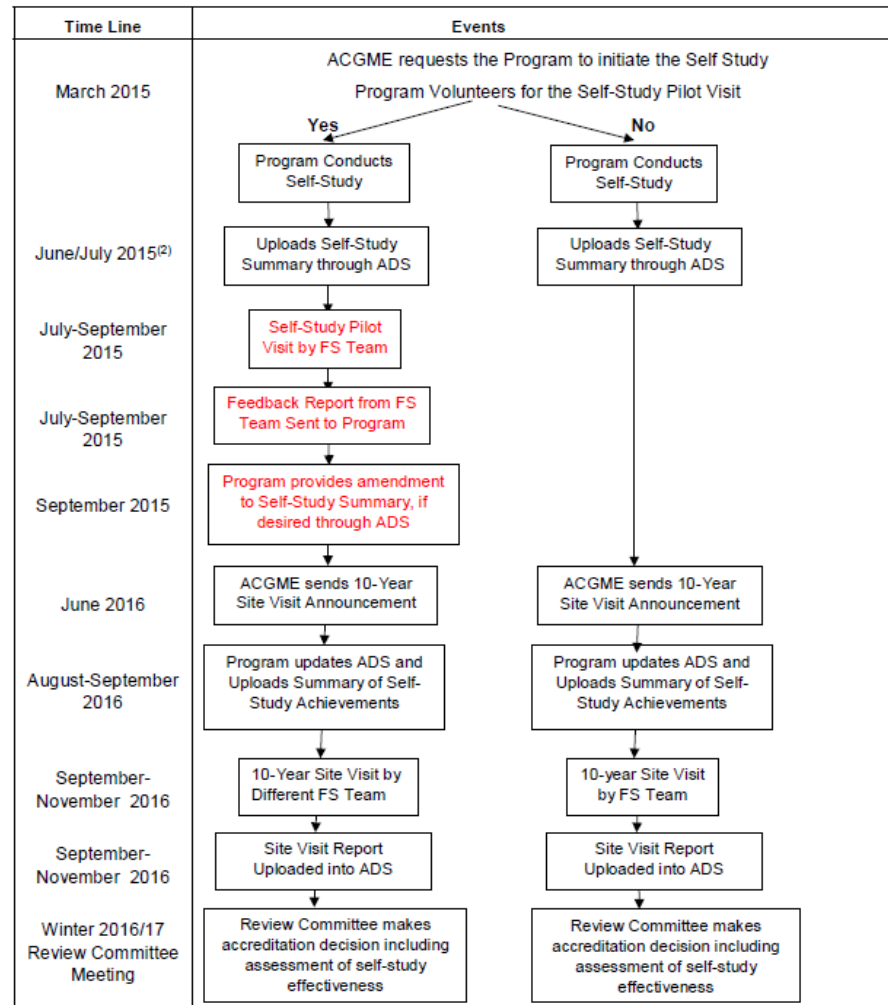
- 1 year – (a.) collect documents, (b.) assemble self-study group, (c.) schedule & complete GMEC Special Review (Note: review is mandatory, unless completed in the previous 1 – 2 years)
- 6 months – self study announcement
 - 1st meeting of self study group
 - Followed by Monthly Meetings
- 3 months (self study chair & PD) progress report at GMEC
- 2 months – Written Reports due to GME office, program incorporates GME recommendations
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What Next?

After Uploading Self-study summary

- Begin to Act on and Track Improvement Processes
- After 12 – 18 months, RC will request info on improvements based on areas identified in self-study
- Accreditation site visit will follow

Figure: Time Line for a Program with the First 10-Year Site Visit Scheduled between April 2015 and July 2015⁽¹⁾



(1) Programs with an initial 10-year site visit date before July 2015 will be moved back to the July 2015 timeline to offer them time to complete the self-study.

(2) Programs with a completed self-study and self-study summary may opt for an earlier self-study pilot visit.

Core & Subspecialty Programs

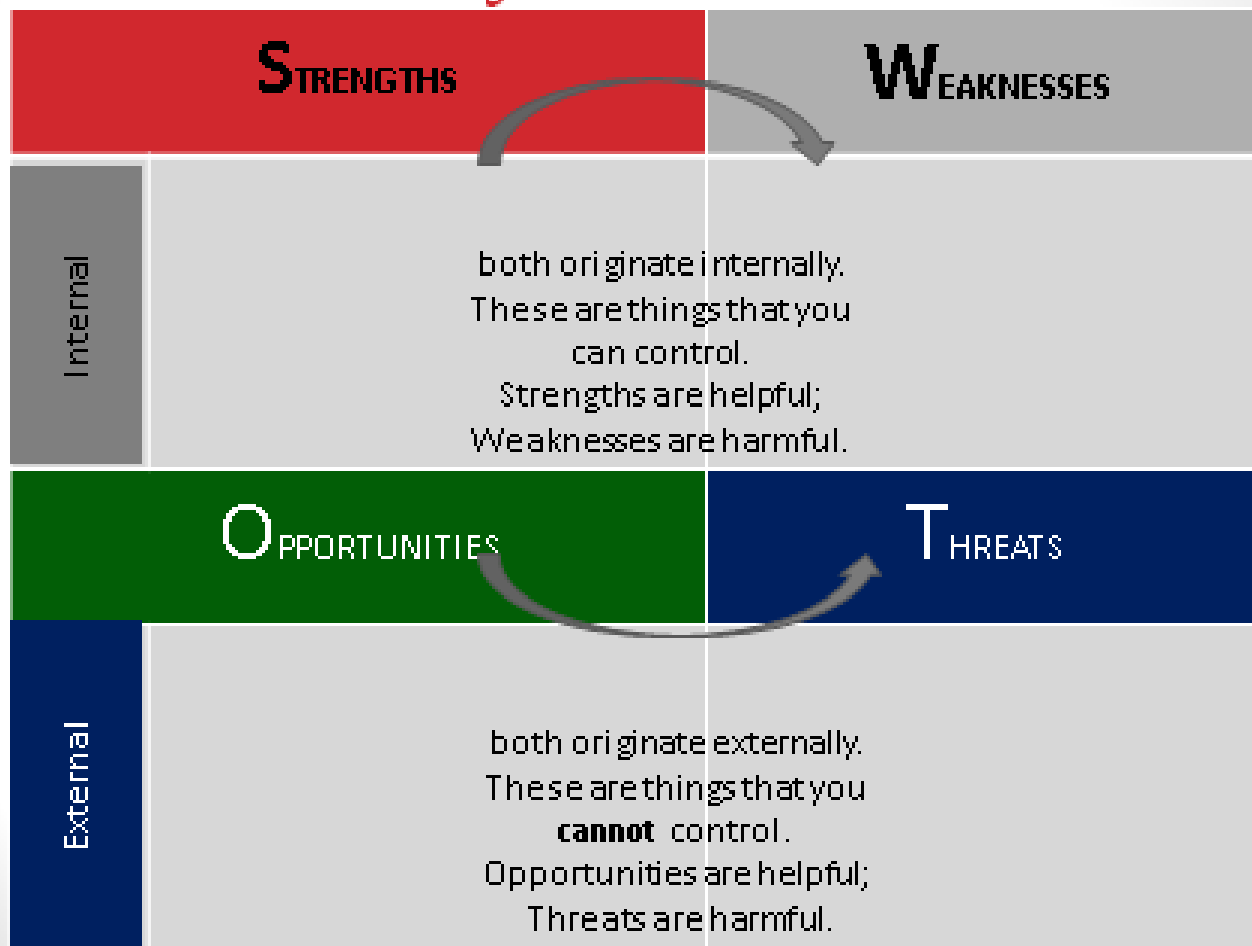
- ACGME links core program, subspecialty programs and sponsoring institution.
- Self-study group for core program should try to coordinate activities with the self-study groups for any dependent subspecialty programs, to take advantage of common dimensions, explore potential synergies, and reduce the burden that may be associated with conducting an independent self-assessment.



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SWOT Analysis

SWOT Analysis Matrix



SWOT Analysis Matrix

	STRENGTHS	WEAKNESSES
Internal	<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>
	OPPORTUNITIES	THREATS
External	<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—NRMP, SF Match, ACGME surveys, Specialty Boards, ITE, etc.
 - 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)?

SWOT

Opportunities & Threats

- External to the program and outside of the program's control
- Opportunities
 - Although external, may contribute to a programs success and benefit the program, if acted upon
- Threats
 - Anything that has a negative effect or stands in the way of the program's success

Discussion & Questions

Resources

- We are looking forward to working with you in your self study journey!
- Resources:
 - Guralnik A. The ACGME Self-Study—An Opportunity, Not a Burden, JGME, Sept 2015
 - Philibert I. The Program Self-Study and the 10-Year Site Visit: Rationale for a New Approach, June 2015
 - Philibert I. A Practical Guide to the ACGME Self-Study, JGME, Sept 2014
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