ACGME Accreditation

New Program Coordinator Retreat

October 3, 2011
Goals

- Accreditation cycle: overview
- Office files: managing paperwork
- Annual accreditation to-dos
- ACGME rules and program specifics
- ADS to-dos
- Program changes
- Accreditation cycle: details
- Computer files
- Resources
Accreditation Cycle: Multi-year Span

- Site Visit PIF Preparation
- Site Visit
- Internal Review
- Accreditation Letter in ADS
- Program Response to the RRC
Internal vs. External

Internal [check]
- GMEC & IRC
- Internal Review (IR)
- Program Director Questionnaire (PDQ)
- Internal Review Report – recommendations
- Program Response to IRC

External [test]
- RRC
- Site Visit (SV)
- Program Information Form (PIF)
- Accreditation Letter – citations
- Program Response to RRC
Office Files

- Trainee Files (contracts!)
- Evaluations (final evaluations!)
- Annual Program Review (documentation!)
- Affiliation Agreements
- Duty Hours
- Procedure and/or Case Logs
Annual Accreditation Issues

Place on your Calendar

- Trainee Eligibility Requirements
- USMLE policy
- Contracts
- Program Letters of Agreement
- Summative Evaluations
- Annual Program Review meeting and documentation
## What are the Rules?

### Internal Medicine Menu

- **Staff & RC Member Listing**: Find Staff Contacts by Subject (MS Word), RRC Members
- **Program Requirements**: Program Requirements, Institutional Requirements (PDF)
- **Common & Institutional Requirements**: Common Program Requirements (PDF)
- **Program Information Forms**: Program Information Forms (PIFs)
- **Program Information Forms**: Program specific forms and documentation

### RRC Requirements

- About ACGME
- ACGME Awards
- ACGME Learning Portfolio
- Bulletin & Lit Reviews
- Data Collection Systems
- GME Information
- Human Resources
- Institutional Review
- Journal Grad Med Ed
- Meetings & Workshops
- Newsroom
- Outcome Project
- Review Committees
- Resident Duty Hours
- Resident Services
- Review & Comment
- Search Programs & Sponsors
- Site Visit & Field Staff
Program Requirements & Common Program Requirements

- Scope and duration of training
- Participating sites
- Trainee eligibility criteria
- ACGME competencies
- Scholarly activities
- Trainee formative evaluation
- Trainee summative evaluation
- Faculty evaluation
- Program evaluation & improvement
- And many more…
View Program information

- DIO, PD, Department Chair, Coordinator
- Dates: original accreditation, accreditation effective date, last site visit date, next site visit date
- Length of training, number of years of prior or additional GME training, additional research years
- Approved trainee complement & filled positions
- Participating sites & purpose of experience
- Resident roster
Annual ADS to-dos

- Annual Update (July-August)
  - “Update Program Information”
  - “Update Resident Information”
    - If your trainees start training off-cycle, you may need to update this information throughout the year
- Resident Survey (January-June)
“Update Program Info” cont’d...

- View program information
- Update contact information
  - Program Director
  - Program Coordinator
- Add/delete participating sites
  - after GMEC approval
- Update faculty/CVs
“Update Resident Info”

Also make sure to enter accurate DOB
"Resident/Fellow Survey"

- Quality Assurance Checkpoint
- Resource for PIF Preparation

- **Aggregate Report**
  - National Data

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### Duty Hours

<table>
<thead>
<tr>
<th>Question</th>
<th>Never</th>
<th>Rarely</th>
<th>Sometimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>How often did you break the rule that duty hours must be limited to 80 hours per week, averaged over a 4-week period, including all in-house call activities?</td>
<td>50.0%</td>
<td>25.0%</td>
<td>25.0%</td>
</tr>
<tr>
<td>If you take at-home call and are called into the hospital, how often did you count the hours spent in-house towards the 80-hour limit?</td>
<td>75.0%</td>
<td>25.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Which of the following explain why you reported breaking one or more of the duty hour rules:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Because your patient(s) needed your expertise, skill, or attention?</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Because you had to complete paperwork on patients, or other administrative work?</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Because you wanted to work additional hours for the educational experience?</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Because you had to cover someone else’s work or patient load?</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Because of a night-float system?</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GMEC reviews and approves *prior to submission* to the RRC/ACGME:

- all applications for new programs and subspecialties (PEC: including NON-ACGME)
- applications for new accreditation (PEC)
- changes in resident complement (BWHEC/ECOTE; PEC, if hospital funding is sought)
- major changes in program structure or length of training (BWHEC/ECOTE)
- additions or deletions of participating institutions used in a program (BWHEC/ECOTE)
- appointment of new program director (BWHEC/ECOTE)
- progress reports requested by any Review Committee (BWHEC/ECOTE)
- requests for increases or any change in resident duty hours (BWHEC/ECOTE)
- requests for "inactive status" or to reactivate a program (BWHEC/ECOTE)
- voluntary withdrawals of ACGME-accredited programs (BWHEC/ECOTE)
- responses to all proposed adverse actions (BWHEC/ECOTE)
- requests for an appeal of an adverse action (BWHEC/ECOTE)
- appeal presentations to a Board of Appeal or the ACGME (BWHEC/ECOTE)
In ADS: “Request Changes”

- GMEC approval must be obtained prior to submitting any program changes to the RRC

- Documents must be submitted at least 3 weeks before the GMEC meeting

- GMEC staff
  - BWH – Irina Knyshevski
  - MGH – Georgi Bland
Accreditation Cycle: details

Where in the accreditation cycle are you?
Accreditation Cycle: Multi-year Span

Site Visit PIF Preparation → Site Visit

Internal Review

Accreditation Letter in ADS

Program Response to the RRC
“PIF Preparation”

- Common PIF
- Print/Preview PIF
- Specialty Specific PIF
- PIF must be submitted to the GME Office 2 weeks prior to mailing to the site visitor

**FACULTY CVs**

The entry method for Faculty CVs within ADS has been updated to facilitate better data collection of faculty information. We will no longer be accepting/using PDF uploaded CVs in the system, but rather, using a data-entry method of collection. Most programs have already been using this method for some time.

To check if you are among the few programs still in need of updating, click the “Update Program Info – Update Faculty/CV” menu on the left. While viewing the Faculty Roster table, look at the icons that appear under the “View/Edit CV” column on the right. If you see a yellow folder with a red arrow pointing up/out of the folder and the letters ‘CV’ in blue, you are using the old method. If you simply see a yellow folder with the letters ‘CV’ next to it in red, you are up to date.
Faculty Roster

Below is the faculty roster. Physicians and non-physicians appear on separate tabs. To add faculty, click the "Add faculty" tab. To view faculty details, click the "edit" button to expand and "close" button to collapse. Faculty members that appear in red are missing required information necessary for display on the Program Information Form (PIF). Remember to save any changes made to faculty details. You may also copy faculty from other accredited programs at your institution if the faculty member exists in another ADS account at your institution. You may not copy faculty from other institutions. To remove a faculty member from your list, enter a "date left the program or became inactive" under the Mark Faculty as inactive column. This will move the faculty member to the past/inactive faculty tab and they will not appear on the PIF.

Click Here to View Physician Faculty Definition

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Degree(s)</th>
<th>Specialty</th>
<th>Base Institution</th>
<th>Yrs/Spec</th>
<th>Mark Faculty as Inactive</th>
<th>Display CV on PIF</th>
<th>View/Edit CV</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDIT</td>
<td>Program Director</td>
<td>MD</td>
<td></td>
<td>Emory University</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>EDIT</td>
<td></td>
<td>MD</td>
<td></td>
<td>Emory University</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Allows you to copy faculty details and CVs from other programs within the Sponsoring Institution.
“Site Visit Results”

- Notification Letters
- Respond to Citations
6 months before an RRC site visit

- Review:
  - ACGME Resident Survey
  - Annual program review
  - Internal Review and your response to the recommendations
  - Accreditation letter with citations and your response to the RRC

- Determine your weak points

- Do any of your action plans need to be re-evaluated?
6 months before an Internal Review

- Review:
  - Curriculum; goals and objectives
  - ACGME Resident Survey
  - Annual program review
  - Internal Review and your response to the recommendations
  - Accreditation letter with citations and your response to the RRC

- Do any of your RRC citations and Internal Review recommendations still need to be addressed?

- Do any of your action plans need to be re-evaluated?
Computer Files

Accreditation Folder
- Prior Program Information Form (PIF)
- Accreditation Letter
- RRC Correspondence
- Program Response to the RRC
- Internal Reviews
- Program Response to Internal Reviews
- ACGME Resident Surveys
- Minutes from the Annual Program Review
- Resources: Program Requirements, Common Program Requirements, ACGME Newsletters, etc.
RESOURCES
ACGME Resources: “Tools/Reference”

- ADS Video Tutorials
- Duty Hours FAQ
- Competency/Assessment Glossary
- Optional Resident Upload Instructions
GME Resources on the Website

- Site Visit Preparation documents
- Responding to the RRC
- Affiliation Agreement forms
- Trainee Contracts
- Policies
Other GME Resources

- PORT
  - Core Curriculum
  - Chief Resident Course
  - Fellow Retreat
  - Orientation
- Centers Of Expertise
- New Innovations
## GME Directors & APECS staff

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>Associate Director</th>
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</thead>
<tbody>
<tr>
<td>Anesthesiology</td>
<td>Dr. Dempsey Springfield</td>
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<tr>
<td>Dermatology</td>
<td>Dr. John Co</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>Dr. John Co</td>
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<tr>
<td>Internal Medicine</td>
<td>Dr. John Co</td>
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<tr>
<td>Neurosurgery</td>
<td>Dr. Dempsey Springfield</td>
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<tr>
<td>Neurology</td>
<td>Dr. Eric Nadel</td>
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<tr>
<td>Nuclear Medicine</td>
<td>Dr. Dempsey Springfield</td>
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<tr>
<td>OB-GYN</td>
<td>Dr. John Co</td>
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<tr>
<td>Orthopedics</td>
<td>Dr. Eric Nadel</td>
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<tr>
<td>Pathology</td>
<td>Dr. John Co</td>
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<td>Pediatrics</td>
<td>Dr. Eric Nadel</td>
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<td>Psychiatry</td>
<td>Dr. Eric Nadel</td>
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<td>Plastic Surgery</td>
<td>Dr. Dempsey Springfield</td>
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<td>Psychiatry</td>
<td>Dr. John Co</td>
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<tr>
<td>Radiation Oncology</td>
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<td>Radiology</td>
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<td>Surgery</td>
<td>Dr. Dempsey Springfield</td>
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<td>Thoracic Surgery</td>
<td>Dr. Dempsey Springfield</td>
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<tr>
<td>Urology</td>
<td>Dr. Dempsey Springfield</td>
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## Accreditation, Program, and Education Committee Support

<table>
<thead>
<tr>
<th>Contacts for APECS questions regarding:</th>
<th>Georgi Bland, Irina Knyshevski</th>
</tr>
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<tbody>
<tr>
<td>ACGME accreditation</td>
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<td>Internal Reviews</td>
<td>Cheryl Reif</td>
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<tr>
<td>Duty Hours</td>
<td>Georgi Bland, Irina Knyshevski</td>
</tr>
<tr>
<td>BWH Education Committee (BWHEC)</td>
<td>Irina Knyshevski</td>
</tr>
<tr>
<td>MGH Education Committee (ECOTE)</td>
<td>Georgi Bland</td>
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<tr>
<td>New Innovations</td>
<td>Anne Rigg</td>
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<tr>
<td>NRMP Residency Match</td>
<td>Cheryl Reif</td>
</tr>
<tr>
<td>Partners Education Committee</td>
<td>Georgi Bland, Irina Knyshevski</td>
</tr>
</tbody>
</table>
Lessons Learned and Action Items

- Review Program Requirements
- Calendar reminders for annual activities
- Office files
- Computer files
- Where in the accreditation cycle are you?