

GME's Self-Study Guide

ACGME's Self-Study process is a framework for innovation in ACGME's Next Accreditation System (NAS). In the Self-Study, programs conduct a 10-year review with assessing 5 years in the past and plan for the upcoming 5 years. The goal is to have programs respond to concerns/deficiencies and plan to innovate to take their program "to the next level".

GME have created the Self-Study guide as a framework to (1) identify the key components of the Self-Study, (2) collect and compile information for your program's Self-Study group, (3) and successfully complete the Self-Study binder & Self-Study site visit. This guide is designed for programs to use as a reference; programs must work with GME in order to complete the self-study process. GME's contact info can be found at https://med.stanford.edu/gme/gme_team.html.

In this guide, you will find:

- Self-Study Timeline
- Self-Study Data Checklist
- Self-Study Site visit Checklist
- FAQs & additional Resources

Document	Description
Self-Study Timeline	Timeframe of important events.
Self-Study Data Checklist	Checklist of data points to get for the Self-Study group.
ACGME's Site Visit Document List	ACGME's binder checklist. All criteria must be completed, printed, and ready for site visitor day of. GME will provide an example binder.
FAQs	Answers to common asked questions.

Timeline

Before Self-study Initiation

1. Program ensures all required documents are routinely done & cataloged

Self-study Initiated

[Insert timeline of Program's Self-Study]

DUE DAY of Self Study Summary: mm/dd/yyyy

1. Program forms a self study group and gathers information for review
2. Program conducts self study meeting by mm/dd/yyyy
3. Self-Study group completes first draft of Self-Study summary form
4. Program sends Self-Study summary draft to GME by **[Insert date - 30 days before deadline]**
5. Program submits Self-Study summary* to ACGME

Self-study Site Visit

[18-24 months after self-study]

1. Program sends draft of ACGME's Summary of Achievements to GME– **[Insert timeline]**
3. Program submits ACGME's Summary of Achievements*
4. Program creates binder using ACGME's Site Visit Document List**
5. GME reviews binder before site visit
6. ACGME representative conducts site visit with program

*Self-Study summary and Summary of Achievements are located on [ACGME's Self-Study page](#)

**View ACGME's Site Visit Document List by [Clicking Here](#)

Self-Study Data Checklist

ALL ITEMS listed below should be discussed during the Self-Study group meeting. Items with * may be skipped if not applicable. Items preceded with ** may not be available for your program due to low responses (< 4).

Resident Performance (Last 5 years)	<input type="checkbox"/>	Milestone achievements/evaluations	MedHub	"Reports" tab > "Milestone Summary by Level" under "Evaluation Reports"
	<input type="checkbox"/>	Faculty evaluations (of trainees)	MedHub	"Reports" tab > "Resident/Faculty/Service Ranking" under "Evaluation Reports" > Select "Resident" > Select "Faculty of resident"
	<input type="checkbox"/>	Semi-annual review with program director	Program	Manual retrieval and/or data entry by program
	<input type="checkbox"/>	Self-assessment	MedHub	"Reports" tab > "Aggregated Evaluation Report" > Select "Resident Self Evaluation" >
	<input type="checkbox"/>	Quality improvement and safety projects	Program	Manual retrieval and/or data entry by program or MedHub > "Residents" tab > "Resident Learning Portfolios"
	<input type="checkbox"/>	Didactic/conference attendance	MedHub	Medhub > "Reports" tab > "Conference Attendance by Resident" under "Conference Reports"
	<input type="checkbox"/>	Duty hour compliance	MedHub	Home > "Resident Duty Hours" > "Duty Hour Statistics"
	<input type="checkbox"/>	Scholarly activities of residents	Web ADS	Web ADS Update (https://apps.acgme.org/connect/login) > "Resident Scholarly Activity"
	<input type="checkbox"/>	Resident Files / Summative Evaluations	MedHub	MedHub> https://stanford.medhub.com/u/a/users_residents_view
	<input type="checkbox"/>	*Case experience and procedures logs	Program	Varies for programs
	<input type="checkbox"/>	*In-training examination results	Program	Manual retrieval and/or data entry by program
<input type="checkbox"/>	*Objective Structured Clinical Examinations)	Program	Manual retrieval and/or data entry by program	
Faculty Development (Last 5 years)	<input type="checkbox"/>	Mentoring	Program	Manual retrieval and/or data entry by program
	<input type="checkbox"/>	Trainee evaluation of faculty	MedHub	"Reports" > "Aggregate Evaluation Report" > "Resident evaluation of faculty member"
	<input type="checkbox"/>	ABMS certification status	Program	Board Certification Verification Websites
	<input type="checkbox"/>	Faculty attendance in grand rounds & conferences	MedHub	"Reports" tab > "Faculty Conference Attendance"
	<input type="checkbox"/>	Faculty professional development courses	Program	Manual retrieval and/or data entry by program
	<input type="checkbox"/>	Scholarly activity of faculty	Web ADS	Web ADS Update (https://apps.acgme.org/connect/login) > "Faculty Scholarly Activity"

Graduate Performance (Last 5 years)	<input type="checkbox"/>	Graduate placement	Program	Manual retrieval and/or data entry by program or Alumni Survey (see below)
	<input type="checkbox"/>	**Alumni survey	MedHub	Manual retrieval and/or data entry by program
	<input type="checkbox"/>	*Board scores/pass rates: Current/5-year average	Program	Manual retrieval and/or data entry by program
Program Quality (last 5 years)	<input type="checkbox"/>	Last year's action plan	MedHub	Home > "Program Accreditation" > "APE" tab > Select last AY > Scroll down to "File Attachments"
	<input type="checkbox"/>	ACGME faculty survey	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"
	<input type="checkbox"/>	ACGME citations and/or letters of notification	GME	Home > "Program Accreditation" > "Correspondence" tab > Select "ACGME Initiated"
	<input type="checkbox"/>	Resident / Faculty program evaluations	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"
	<input type="checkbox"/>	Overview of the curriculum and rotations	MedHub	Home > "Curriculum Objectives/Goals"
	<input type="checkbox"/>	Exit summative evaluation/interview	MedHub	Home > "Residents" tab > "Forms/Files" or Manual retrieval by program
	<input type="checkbox"/>	**Resident/fellow program evaluations	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"
	<input type="checkbox"/>	**ACGME resident/fellow survey	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"
	<input type="checkbox"/>	**GME House Staff Survey	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"
	<input type="checkbox"/>	ADS Update / Recent Changes	Program	Web ADS Update (https://apps.acgme.org/connect/login) > "Recent Changes / Improvements"
	<input type="checkbox"/>	PLAs – Affiliate Contributions to Educations	Program	MedHub > "Accreditation tab" > "PLAs"
	<input type="checkbox"/>	**Most Updated Trend Analysis	GME	Home > "Program Accreditation" > "APE" tab > Select the current AY > Scroll down to "File Attachments"

Site Visit Document List for the 10-Year Accreditation Site Visit



Site Visit Document Checklist

Please have these documents available for review on the day of the site visit

Common Program Requirements

Sponsoring Institution and Participating Site(s)

1. Current, signed program letters of agreement (PLAs)

Resident/Fellow Files and Evaluations

2. Files of program graduates from the last three complete academic years and current residents/fellows (1-2 in each year of the program); files of any residents/fellows who have transferred into or out of the program, or who have resigned or been dismissed in the past three years. Resident/fellow evaluations by faculty members, peers, patients, self, other staff members; semi-annual evaluations; and final evaluations will be assessed during review of the resident/fellow files. Programs using an electronic evaluation system may generate and print summary reports rather than show individual records.

Educational Program

3. A sample of competency-based, educational level-specific goals and objectives for one rotation/assignment
4. Conference schedule for the current academic year

Faculty and Program Evaluation

5. Sample of a completed annual confidential evaluation of faculty members by residents/fellows
6. Written description of Clinical Competency Committee (CCC): membership; semi-annual resident evaluation process; reporting of Milestones evaluations to the ACGME; and CCC advising on resident/fellow progress, including promotion, remediation, and dismissal
7. Written description of Program Evaluation Committee (PEC): membership; evaluation and tracking protocols; resident/fellow evaluations of rotations/assignments; development of written Annual Program Evaluation; and action plans resulting from the Annual Program Evaluation

Work Hours and the Learning Environment

8. Program-specific (not institutional) policies for supervision of residents/fellows (addressing progressive responsibilities for patient care and faculty member responsibility for supervision), including guidelines for circumstances and events that require residents/fellows to communicate with appropriate supervising faculty members
9. Sample work hour compliance data demonstrating the program's monitoring system

Quality Improvement

10. Sample documents demonstrating resident/fellow participation in patient safety and quality improvement activities

Self-Study Documents

11. The Self-Study Summary
12. The Self-Study Update (if applicable, not a required document)
13. The Summary of Achievements

FAQs

1. Should a program still conduct an Annual program evaluation in addition to a self-study summary?
 - Yes, GME recommends programs to still conduct APE to ensure there are consistent documentations and no breaks in the APE guidebook (especially action plans).
2. How many programs will get a site visit at the same time?
 - ACGME conducts self-study by specialty. Self-Study are done per specialty (Residency & fellowship programs). Depending on how large the residency and fellowship programs are, a specialty Self-Study can last from days to weeks.
3. What is the Summary of Achievements form for?
 - ACGME's Summary of Achievements form is for programs to highlight what they've accomplished since their Self-Study submission. Generally, you want to put your "best foot forward" and demonstrate to ACGME how your program have been able to follow-through in your 5 year forward plan.
4. What should programs do if there are significant changes after Self-Study summary is submitted to ACGME?
 - Programs with significant changes should use the [Self-Study Summary Update](#) form.
5. How should fellowship programs work with core residency programs?
 - GME suggests programs reach out to the core residency program PD and residency administration.
6. When should programs submit their self-study summary?
 - GME recommends sending the self-study summary a week before the deadline
7. Are there additional resources?
 - Yes, visit GME's Self-Study page at https://med.stanford.edu/gme/program_portal/program/self-study.html
8. What should I do if I have additional questions?
 - Please contact your GME program manager. Their contact information can be found at https://med.stanford.edu/gme/gme_team.html.