New Program Applications
[Domestic]

John R. Potts, III, MD
Senior Vice President, Surgical Accreditation
ACGME

New Program Directors Workshop
ACGME Annual Education Conference
Orlando, FL
1 March 2018
16:30-17:00
No conflicts to disclose
Objectives

• Provide *general* guidance for the process of applying for ACGME accreditation

• Provide *some* specific guidance for:
  • DIO portion
  • Part 1 – Common Application Form
  • Part 2 – Specialty Application Form
  • Attachments
Who?

Coordinator & other staff can:

• gather data, documents, CV’s
• type
• assemble
• paginate

but…
Who?

The Program Director **must** write the application

• No one knows the program better
• No one has a greater stake in outcome
• Program requirement
Who?

II.A.4.g) The program director must prepare and submit all information required and requested by the ACGME.

II.A.4.g).(1) This includes but is not limited to the program application forms and annual program updates to the ADS, and ensure that the information submitted is accurate and complete.
When?

• Become familiar with application content now
• Begin to assemble information now
• Begin concentrated writing no less than 6 months before submission
• Finish first draft 3 months before submission
• Remember the purpose is to fully describe the residency program
What is this?
What is this?
What is this?
What is this?
What is this?
What is this?
What is this?

Girl with a pearl earring
Johannes Vermeer
c. 1665
Mauritshuis in The Hague
How?

Your application should paint a picture that is so clear that the Review Committee can fully understand how your program will function to prepare residents for unsupervised practice.
How?

• Follow the directions
• Answer every question
How?

- Be honest
- Be complete
- Be concise
How?

• Be “internally consistent”
How?

• Fully explain any abbreviations & local terms
How?

• Start early on Faculty Roster & CVs
• Write with the Requirements in mind \textit{and} in hand
• **MUST** be a priority: *Make* “protected” time
How?

- Spelling *does* count
- Grammar *does* count
- Neatness *does* count
- Appearance *does* count
- Use complete sentences
• Do **NOT** add unsolicited appendices
How?

With a completed draft:

• Seek critiques by experienced PD’s

• Seek comments from faculty & residents
The Application

• The application must be initiated by the DIO

• Two parts
  • Part 1: In ADS and common to all
  • Part 2: Specialty specific Word document
    Accessed from specialty web page

• Multiple required attachments
DIO Initiation

• DIO provides
  • Program director / details
  • Program site(s) / details
  • Length of the program
  • Any current residents/fellows
DIO Initiation

• After the DIO completes the information through Step 2, an email is sent to the program director with an ADS link and PD login information.

• The PD then reviews and confirms the information, allowing access to all subsequent steps (which need not be completed sequentially).
STEP 3: Update Program Details
Be sure to update the basic program information including the address.
Note: This information will be displayed on the ACGME public site.

Program Information
Address:
Website Address:
Public Contact email/Director’s external email:
External Comments:

Accreditation Information
Does the program require additional year beyond accredited program length?
Does the program offer preliminary/other positions?
Does the program require prior or additional GME training? (If so, how many years?)
PD Portion: Common

STEP 4: Add Other Program Personnel

You are required to enter at least one program coordinator (max 2). You may also add a Department Chair.

Salutation:
First Name:
Middle Initial:
Last Name:
Suffix:
Degrees:
Title:
Phone Number:
Extension:
Fax Number:
Email Address:

Same information for: second coordinator, Department Chair
STEP 5: Update ACGME Requested/Filled Resident Positions

Enter the number of resident positions being requested as well as the number of currently filled positions.

Number of ACGME Requested Positions:
Number of Filled Positions:

Entered by PGY-year
“Requested” is the number you want, not what you have
STEP 9: Update Faculty Info

Physician Faculty Instructions

List in the following order: program director*, program chair, associate program director(s), and all core physician faculty members (all core physician faculty must be listed in alphabetical order by institution). Use the 'title' field in the roster to identify the faculty member's role in the program (e.g., program director, associate program director, etc.).

A CV is required for the program director and each active physician faculty member that has been designated as a "Core" faculty member on your roster.
Physician Faculty CV
Specialty/Field
Specialty:

Other Specialty: (List all specialty certifications—there is no limit—and include the following information for each.)

Certification Type (ABMS, AOA, RCPSC, or Other):

Original Certification Year:

Certification Status (Re-Certified, Original Currently Valid, Lapsed, Time-Unlimited/No Recert, Meets MOC):

Re-Certification Year (enter most recent past, not next upcoming):

Explain Equivalent Qualifications for RRC Consideration:
Physician Faculty CV

Academic Appointment(s)

Please list the past ten years of academic appointments (employment), beginning with your current position. Position: From: To:
Physician Faculty CV

Selected Bibliography

Please list the most representative Peer Reviewed Publications / Journal Articles from the last 5 years, with a limit of 10. Separate entries with a double line break. Do not leave blank. If none, please enter NONE.

Please list selected review articles, chapters and/or textbooks from the past 5 years, with a limit of 10.

Participation in Local, Regional and National Activities / Presentations / Abstracts / Grants in the last 5 years - this does not include attending a meeting or conference.
STEP 11: Download and Complete the Specialty-Specific Application

Download and complete the MS Word specialty-specific application document from the ACGME website for your specialty.

Once completed, convert it to a PDF to be uploaded with the other application attachments in Step 12
• I cannot go into all the specifics !!!

• I will offer general guidance

• If you have questions, PLEASE call or e-mail the ACGME Executive Director for your specialty.
Finding the Specialty-Specific Application
Click the Specialties Tab
Click Your Specialty [Surgery]
Click “Program Requirements and FAQs and Applications”
Click “Application for Accreditation”
Click Your Specialty [Surgery]

<table>
<thead>
<tr>
<th>Application for Accreditation</th>
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<tbody>
<tr>
<td>- Complex General Surgical Oncology</td>
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<tr>
<td>- Hand Surgery</td>
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<tr>
<td>- Pediatric Surgery</td>
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<tr>
<td>- Surgical Critical Care</td>
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<tr>
<td>- Vascular Surgery</td>
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Open in Word
New Application: General Surgery
Review Committee for Surgery
ACGME
515 North State Street, Suite 2000 Chicago, Illinois 60654 • 312.755.5000 • www.acgme.org

INSTITUTIONS

Sponsoring Institution

1. Are pathology and radiology services adequate for the surgery services? [PR I.A.1.] □ YES □ NO
2. Will the program director be provided with a minimum of 30% protected time? [PR I.A.2.]
   □ YES □ NO

Participating Sites

For integrated sites, does the program director:

1. Appoint members of the teaching faculty? [PR I.B.3.a).(1)] □ YES □ NO
2. Appoint the local site director? [PR I.B.3.a).(1)] □ YES □ NO
3. Ensure that the site will be in geographic proximity to allow all residents to attend core conferences? [PR I.B.3.a).(4)] □ YES □ NO

If “NO”, describe how an equivalent educational program of lectures and conferences in the integrated site will occur and fully documented.
Yes/No Responses

New Application: General Surgery
Review Committee for Surgery
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Keyed to Program Requirement

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<td>Describe the basic science curriculum. [PR II.A.4.u)(1)]</td>
</tr>
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<td>9</td>
<td>How will the program director, along with the physician faculty, assess the technical competence of each resident? [PR II.A.4.v)]</td>
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<tr>
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<td>How will the program director ensure that each resident has at least 750 major cases across five years of education, including a minimum of 150 major cases in the resident’s chief year? [PR II.A.4.w)]</td>
</tr>
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<td>How will the program director ensure that residents have required experience with evolving diagnostic and therapeutic methods? [PR II.A.4.y)]</td>
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Keyed to Program Requirement

8. Describe the basic science curriculum. [PR II.A.4.u.(1)]
   Click here to enter text.

9. How will the program director, along with the physician faculty, assess the technical competence of each resident? [PR II.A.4.v]
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12. How will the program director ensure that residents have required experience with evolving diagnostic and therapeutic methods? [PR II.A.4.y]
Tie Your Responses to PRs

The application item:

8. Describe the basic science curriculum. [PR II.A.4.u).(1)]

Click here to enter text.

The associated Program Requirement:

II.A.4.u). (1) Residents must participate in an educational program that includes:
- applied surgical anatomy and surgical pathology;
- the elements of wound healing;
- homeostasis, shock and circulatory physiology;
- hematologic disorders;
- immunobiology and transplantation;
- oncology;
- surgical endocrinology;
- surgical nutrition, fluid and electrolyte balance;
and the metabolic response to injury, including burns. (Core)
Institutional Data

Institutional Data

Report the number of procedures performed at each site that will participate in the program during the most recently completed academic year. Site numbers must correspond to those in ADS.

NOTE: Each operation may have credit for only one procedure. Choose the most significant component. Each operation can be credited only one primary surgeon; teaching assistants can be counted concurrently, as appropriate.

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<tbody>
<tr>
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<tr>
<td>1210 Resection lesion-lips</td>
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<td>1270 Resection mandible/maxilla</td>
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<td>1510 Breast biopsy</td>
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<td>1530 Modified radical mastectomy</td>
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### Institutional Data

Report the number of procedures performed at each site that will participate in the program during the most recently completed academic year. Site numbers must correspond to those in ADS.

**NOTE:** Each operation may have credit for only one procedure. Choose the most significant component. Each operation can involve only one primary surgeon; teaching assistants can be counted concurrently, as appropriate.

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<thead>
<tr>
<th>Site #1</th>
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<th>Site #3</th>
<th>Site #4</th>
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<td><strong>Skin/Soft Tissue</strong></td>
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<td>1010 Major lymphadenectomies</td>
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<td>1020 Major excision and repair/graft for skin neoplasm</td>
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<td>1025 Sentinel lymph node biopsy for melanoma</td>
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Attachments

• Policy for supervision of residents
• Program policies and procedure for resident duty hours
• Overall educational goals of the program
• Competency and level based goals and objectives*
• Sample of form for faculty evaluation of residents
• Letter(s) of agreement with each clinical site
• Blank copy of form for resident semi-annual evaluation
Attachments

- Blank copy of summative evaluation form
- Blank copies of tools the program will use to provide objective assessments
- Blank copies of forms that residents will use to evaluate the faculty and the program
- Completed block rotation schedule
- Specialty-specific application in PDF format
• DIO should *carefully* review the *entire* application for accuracy & completeness *before* it is sent to ACGME
Accreditation

• The structural unit of accreditation is the Review Committee

• The *nucleus* of the Review Committee is the Executive Director
Central Roles of ED & Teams

Program

Questions

Answers

Executive Director & Accreditation Team

Data

Decision

Review Committee

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• Application **must** paint clear picture of program

• Importance of application cannot be overstated

• “You never have a second chance to make a good first impression.”  - anon
Thank You!