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**Self-Study Summary Short Form**

Use this template for aggregating information from the Self-Study for submission to the ACGME. This form is optional for use with subspecialty programs. Programs may choose to use this form, or the longer [Self-Study Summary](http://www.acgme.org/Portals/0/PDFs/SelfStudy/SSSummary.docx).

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| After completing the Self-Study, provide responses to the seven items below.The deadline for uploading the Self-Study Summary into the Accreditation Data System (ADS) is the last day of the month the Review Committee indicated for the program’s first site visit in the Next Accreditation System. (For example, if the Review Committee indicated **October 2017** as the date of the first site visit, the document must be uploaded by **October 31, 2017**.) |

***Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Program Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Self-Study Date (Month, Year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Note***

*The documents will be used to assess the program’s aims and environmental context, as well as the process used for the Self-Study and how this facilitates program improvement.*

*Do* ***NOT*** *provide information on areas for improvement identified during the Self-Study. A separate document (to be submitted 12 to 18 months after initiating the Self-Study) will request information on improvements realized in areas identified in the Self-Study.*

***Program Description and Aims***

Describe the program and its aims, using information gathered during the Self-Study.

**Item 1:** **Program description and program Aims**

Provide a brief description of the fellowship program, as you would to an applicant or a prospective faculty member. (Maximum 200 words)

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**Item 2:** **Program activities to advance the Aims**

In bullet form, identify the program’s aims, as well as current activities to further these aims. (Maximum 200 words)

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***Environmental Context***

Summarize the information on the program’s environmental context that was gathered and discussed during the Self-Study.

**Item 3: Opportunities for the program**

In bullet form, based on the information gathered and discussions during the Self-Study, describe important opportunities for this program. (Maximum 200 words)

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**Item 4: Threats facing the program**

In bullet form, based on the information gathered and discussions during the Self-Study, describe real or potential significant threats facing this program. (Maximum 200 words)

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***Significant Changes and Plans for the Future***

**Item 5a: Describe significant changes and improvements made in the program over the past five years.** (Maximum 200 words)

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**Item 5b: Project your vision and plans for the program for the coming five years.** (Maximum 200 words)

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**Item 5c: Based on the plans described in the previous item, describe what will “take this to the next level.”** (Maximum 200 words)

*Note: In your response, discuss what the “next level” will look like, the envisioned steps and activities to achieve it, and the resources needed.*

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***Self-Study Process***

**Item 6: Describe the Self-Study process for your program.**

Provide information on elements of your program’s Self-Study, including how data were collected and assessed, how conclusions were reached, and any other relevant information. (Maximum 250 words)

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**Item 7: Learning that occurred during the Self-Study**

Describe learning that occurred during the Self-Study. The information will be used to identify potential best practices for dissemination. (Maximum 200 words)

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