**Appendix 3**

**Institutional Self Study**

**A Plan-Do-Act-Study Approach to Oversight**

**DEFINITION**

The ACGME Institutional Self-Study is the first step of the institutional accreditation process which incorporates a PDSA model for evaluation. The Institutional Self-Study consists of a longitudinal review of the institution based on successive Annual Institutional Reviews (AIR), ACGME Resident and Faculty Surveys, and ACGME Letters of Notification. The AIR and corresponding documentation of corrective action plans with follow up are the backbone of this process.

**TIMELINE (assumptions based on ACGME Program Self-Study Timeline)**

* Program notification of Self-Study (6-7 months in advance of submission date)
* Self-Study accreditation site visit 12-18 months after Self-Study submission date
* Conduct a minimum of 6 monthly meetings with Self-Study committee members
* One month prior to Self-Study Accreditation Site Visit, program progress update report

**DATA SOURCES**

* Annual Institutional Review

 Corrective Action Status Report

* ACGME Resident and Faculty Surveys
* ACGME Program Letters
* GME Annual Program Evaluations
* Other institutional documents

**INSTITUTIONAL SELF-STUDY EIGHT STEP PROCESS**

**Step 1- Assemble the Self-Study Group**

* Identify the Program Education Committee (PEC) for the Self-Study (DIO, Dean or his designee, Sentara leadership, program directors, residents, fellows, nursing, etc.)
* Office of GME will review the Self-Study process with the program
* Office of GME will set expectations for the Self-Study process

**Step 2- Discuss Evaluations and Surveys**

* Review recent Annual Program Evaluation and ADS survey data
	+ Review the ADS survey areas that were identified below 80% compliance. Do any of those areas effect the development of the program aims?
* Identify key stakeholders
* Create a survey to send out to the stakeholders – determine method of survey and distribute
* Collect data from the survey over the next month
* Answer ***question 1*** on the Self-Study application – ***Program Description***

**Step 3 Strengths, Weakness, Opportunities, Threats (SWOT Analysis)**

* The AIR provides a longitudinal view of strengths and weaknesses
* Identify *Strengths* (What works well for the institution and should be continued?)
* Identify *Weakness* (What did not work well for the institution?)
* Identify *Opportunities*
	+ Opportunities are not under control of program
	+ Would enhance the institution if could access
	+ Define opportunities to achieve current program goals and also aims
* Identify *Threats*
* Threats are not under the control of the program
* If know/anticipate, can help identify mitigation strategies
* Answers ***questions 4 and 5*** of the Self-Study application = ***Opportunities for the Program*** and ***Threats Facing the Program***
* See Attachment 1- SWOT Analysis Template

**Step 4- Aggregate & Analyze Data**

* Discuss survey data returned from the stakeholders.
	+ Does the data effect how the program will develop the aims?
	+ Revise aims as necessary based on outcomes
	+ Gain buy in
* Discuss and develop program aims – approximately 3 – 5
	+ Aims are long term and strategic in nature, remain dynamic as the environment changes.
	+ “What differentiates our institution?”
	+ Define actions necessary to accomplish aims
	+ Create activities to advance the newly defined aims
* Answer ***questions 2 and 3*** of the Self-Study application – ***Program Aims*** and ***Program Activities to Advance the Aims***
* See Attachment 2 – Guidelines for Establishing Aims Document
* See Attachment 3 – Self-Study Program Aims Template

**Step 5- Finalize Aims and Discuss Annual Program Evaluation**

* Meet with the stakeholders and provide the data/results from the survey.
* Discuss the program aims and activities that were developed. Make any adjustments as needed.
* Discuss the Annual Program Evaluation Process for the program. How does it occur?
* Answer ***questions 6 and 7*** of the Self- Study application – ***Annual Program Evaluation Process*** and ***Self-Study Process***

**Step 6- Plans for Improvement**

* Develop a Plans for Improvement document.
	+ This document will be requested and submitted 12-18 months after the program improvements are identified in the Self-Study.
	+ These can be short-term and long-term goals
* Answer ***question 7a*** (if applicable) – ***Self-Study process for Dependent Subspecialty Programs***
* Answer ***question 8*** of the Self-Study application – ***Learning that Occurred During the Self-Study***
* See Attachment 4 – Plans for Improvement Template

**Step 7- Develop a Succinct Self-Study Document**

* Review final ACGME Self-Study application with the Program Education Committee
* Review the ***Self-Study Update*** Document
	+ This document is due 12 days prior to the Site Visit
* Review ***Self-Study Achievements*** Document
	+ This document is due 12 days prior to the Site Visit
* Upload Self-Study application to ACGME
	+ All 8 questions should be completed and answered within the word count guidelines

**Step 9- Start the cycle again at the next AIR**

