

**Addendum to PEC Meeting Minutes**

**Self-Study – short form  
Office of Academic Affairs**

**Completion of this document is optional but strongly encouraged. Please complete and attach with PEC meeting minutes to Question #55 of the APE.**

**Since many of our programs are approaching their self studies and 10 year site visits are only a few years away, the OAA and GMEC would like programs to begin integrating the self-study into their Program Evaluation Process.**

**From the ACGME**

The self-study is an objective, comprehensive evaluation of the residency or fellowship program, with the aim of improving it. Underlying the self-study is a longitudinal evaluation of the program and its learning environment, facilitated through sequential annual program evaluations that focus on the required components, with an emphasis on program strengths and “self-identified” areas for improvement (“self-identified” is used to distinguish this dimension of the self-study from areas for improvement the Review Committee identifies during accreditation reviews).

To offer context for the self-study, there are two new concepts: 1) an exploration of program aims; and 2) an assessment of the program’s institutional, local and, as applicable, regional environment. The focus on aims and the program’s environmental context is to enhance the relevance and usefulness of the program evaluation, and support improvement that goes beyond compliance with the requirements.

**Question 1:** **Program description**

Provide a brief description of your residency/fellowship program, as you would to an applicant or a prospective faculty member. List your program’s strengths as it is important to acknowledge and celebrate these positive features. (What should definitely be continued?)

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**Question 2:** **Program aims**

Aims are set and revisited/revised as part of the annual program evaluation.

Based on information gathered during your annual program review, what are the program’s aims?

Consider:

* Who are your residents/fellows?
* What do you prepare them for? “Fellowship”; “Academic Practice”; Leadership & other roles”?
* Who are the patients/populations you/they care for?

Avoid generic interchangeable aims and try to be specific (i.e. “At least X% of our residents/fellows will publish or present nationally, maintaining and promoting he national presence of the institution)

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**Question 3:** **Program activities to advance the aims**

Describe current activities that have been or are being initiated to promote or further these aims.

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**Question 4: Opportunities for the program**

Opportunities are external attractive factors that, if acted upon, will contribute to the program flourishing.

* Based on the information gathered and discussions during the annual program review, what are important opportunities for this program?

Consider:

* + What are capabilities for further evolving the program? How can the program capitalize on them
  + Has there been recent change in the program’s context that creates an opportunity?
  + Are these opportunities ongoing, or is there a narrow window for them? How critical is the timing?

Refer to your annual program evaluation, program improvement plan, various evaluations, etc.

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**Question 5: Threats facing the program**

Threats include external factors that could adversely affect the program. While the program cannot fully control them, it is beneficial to have plans to mitigate their effect.

Consider:

Based on the information gathered and discussions during the annual program review, what are real or potential significant threats facing this program?

* + What factors beyond the program’s may place it at risk?
  + What are the changes in residents/fellows’ specialty choice, regulation, or other factors that may affect the future success of the program?
  + Are there challenges or unfavorable trends in immediate context that may affect the program?

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