



2015 ACGME WebADS Residency Program Application “Map”

Purpose:

An overview guide and workbook with web-page copies of the information required for each section of ACGME WebADS residency application.

For New Program Directors, Resident Coordinators and DIOs.

Application overview

14 Steps that must be completed.

4 Headings:

- Program
- Faculty
- Residents
- Sites

The screenshot shows the ACGME Accreditation Data System (ADS) interface. The browser address bar displays the URL: /apps.acgme.org/ads/Programs/29104/Overview/Overview. The page title is "2602500224 - MCLAREN OAKLAND PROGRAM" under the heading "Orthopaedic Surgery - MI". The page is divided into several sections: "Program Application", "Your program application has been initiated." (with a blue background), "Program Application Instructions", and "DIO / Program Director Steps". The "DIO / Program Director Steps" section lists two steps: Step 1: Select the Participating Sites (to be completed by the DIO) with a green checkmark and "1 site(s) have been added to this program."; Step 2: Select the Program Director (to be initiated by the DIO and completed by the Program Director) with a yellow warning triangle and "Amjad Yaish DO has been selected but needs to review his or her personal information through ADS." The right sidebar contains an "Overview Legend" with "Missing Data" (yellow warning triangle) and "Section Complete" (green checkmark), and a "DIO Program Application Guide" button.

Workbook page 1-2

Program Heading

1. Program Profile
2. Duty Hrs and Learning Environment
3. Overall Evaluation Method

The screenshot displays the ACGME ADS interface for a specific program. The browser address bar shows 'apps.acgme.org/ads/Programs/29104'. The navigation menu includes 'Overview', 'Institution', 'Participating Sites', 'Sponsored Programs', 'Site Visits', and 'Reports'. The user is logged in as 'Welcome, Jo A Michel'. The main content area shows the program details for '2602500224 - MCLAREN OAKLAND PROGRAM' (Orthopaedic Surgery - MI). Key information includes: 'Original Accreditation Date: No Information Currently Present', 'Accreditation Status: No Information Currently Present', 'Accreditation Effective Date: No Information Currently Present', 'Accredited Length of Training: 5 Year(s)', and 'Program Format: Standard'. It also shows 'Total Approved Resident Positions: No Information Currently Present' and 'Total Filled Resident Positions: 0'. A note states: '*Total filled will reflect the previous academic year until the annual update is completed for the current academic year.' Other fields include 'Last Site Visit Date: No Information Currently Present', 'Date of Next Site Visit (Approximate): No Information Currently Present', 'Self Study Date: No Information Currently Present', 'Program Requires Prior or Additional Accredited GME Training: No', and 'Program Requires Dedicated Research Year Beyond Accredited Program Length: No'. A 'Program Profile' section is visible at the bottom with an 'Edit Info' button. The right sidebar contains sections for 'Application Incomplete', 'Additional Requirements' (with buttons for 'Duty Hours/Learning Environment' and 'Overall Evaluation Methods'), 'Notification Letters', 'Reference Materials', and 'Journal of GME'.

Workbook page 3

Program Heading-1

1. Program Profile

- Address of program
- Website of program
- Accreditation Information

Workbook page 4

Program Heading-2

2. Duty Hrs & Learning Environment

- 18 questions
- Completed by PD

The screenshot shows a web browser window with the URL <https://apps.acgme.org/ads/Programs/2602500224/DutyHours/Edit>. The page header includes the ACGME logo and navigation tabs: Overview, Institution, Participating Sites, Sponsored Programs, Site Visits, and Reports. The user is logged in as 'Jo A Mitchel'. The main content area is titled '2602500224 - MCLAREN OAKLAND PROGRAM' and 'Orthopaedic Surgery - MI'. Below this, there is a 'Duty Hour, Patient Safety and Learning Environment' section with a 'View Previous Years' button and a 'Save' button. The section contains three numbered questions:

- Briefly describe your back up system when clinical care needs exceed the residents' ability.
- Briefly describe how clinical assignments are designed to minimize the number of transitions in patient care.
- Briefly describe how the program director and faculty evaluate the resident's abilities to determine progressive authority and responsibility, conditional independence and a supervisory role in patient care. Specify the criteria, and how the process differs by year of training.

Workbook page 5-7

Program Heading-3

3. Overall Evaluation Method

- Must include how you evaluate each of the 6 competencies
- 6 questions for each competency
- Completed by PD

The screenshot displays the ACGME ADS interface for the '2602500224 - MCLAREN OAKLAND PROGRAM' (Orthopaedic Surgery - MI). The page is titled 'Overall Evaluation Methods' and includes a 'Print' button and a 'Save' button. Below the title, there is a section for 'Tool Instructions' which provides guidance on how to use the tool to evaluate resident/fellow competence. The 'Methods' section contains a table with columns for 'Competency', 'Assessment Method', and 'Evaluator(s)'. A note below the table states: '1. List other key assessment methods used but not available in the drop down list above (leave blank if not applicable)'. The interface also shows navigation links like 'Back To Program Summary' and 'Add Method'.

Workbook page 8-9

Faculty Heading

Faculty Heading

- Faculty roster instructions
- Faculty Descriptions
- Icon Information
 1. Profile Data on each faculty
 2. CV Data

The screenshot displays the ACGME ADS interface for the MCLAREN OAKLAND PROGRAM. The main content area includes sections for 'Faculty Roster Instructions', 'Physician Faculty Definition', and 'Non-Physician Faculty Definition'. Below these is a 'Faculty Members' section with a search bar and a table. The table has columns for 'Last', 'First', 'Degrees', and 'Title'. One record is shown: Yaiah Amjad, DO, Program Director. To the right of the table are buttons for '+Add Faculty' and 'Reorder'. Below the table is a 'back to top' link. On the far right, there are several informational panels: 'Application Incomplete Review Steps', 'Faculty Legend' (listing Core Faculty, Missing Profile Data, Missing CV Data, Program Director, and Past/Inactive Faculty), 'Faculty Ratio' (showing Reduced Ratio for Physician Faculty / Residents as 1.0 : 0.0), and 'Actual Ratio' (showing Actual Ratio for Physician Faculty / Residents as 1.0 : 0.0). A note at the bottom of the right sidebar states 'Program Director is not included in core faculty'.

Workbook page 10-11

Faculty Heading-1

Faculty Profile Data

- General Info
- Medical School
- Specialty
- Faculty Hrs
 - Clinical Supervision
 - Administration
 - Research/SA
 - Teaching

The screenshot shows the ACGME ADS interface for editing a faculty profile. The page title is "2602500224 - MCLAREN OAKLAND PROGRAM" under the "Orthopaedic Surgery - MI" program. The user is logged in as "Jo A Mitchell".

Navigation tabs include: Overview, Institution, Participating Sites, Sponsored Programs, Site Visits, Reports. A sidebar on the right contains: General Information, Medical School, Specialty / Field, Faculty Hours.

Key sections of the form include:

- Missing information:** Two red boxes indicate missing data for "Specialty / Field" and "Medical School".
- Program Director Change Request:** A request for Amjad Yaish with "Cancel" and "Complete Request" buttons.
- General Information:**
 - Salutation: Dr. (dropdown)
 - First Name: Amjad (text input)
 - Middle Initial: (text input)
 - Last Name: Yaish (text input)
 - Suffix: (dropdown)
 - Degrees: DO (checkbox), Edit, Delete, Add New buttons.
 - Title: Program Director (text input)
- Faculty Hours:**
 - Number of hours per week faculty member spends in the following:
 - Clinical supervision of residents: (text input)
 - Research/scholarly activity with residents: (text input)
 - Didactics/teaching with residents: (text input)
 - Total hours devoted to this program: 0 (text input)

A tooltip explains that "Clinical supervision of residents" includes bedside rounds, outpatient precepting, and operative supervision.

Workbook page 12-13

Faculty Heading-2

Faculty CV

- Personal Info
- GME
- Licensure
- Academic Appts
- Summary of roles in program
- Current Professional Activities
- Bibliographies
- Articles
- Participation in Scholarly Activities

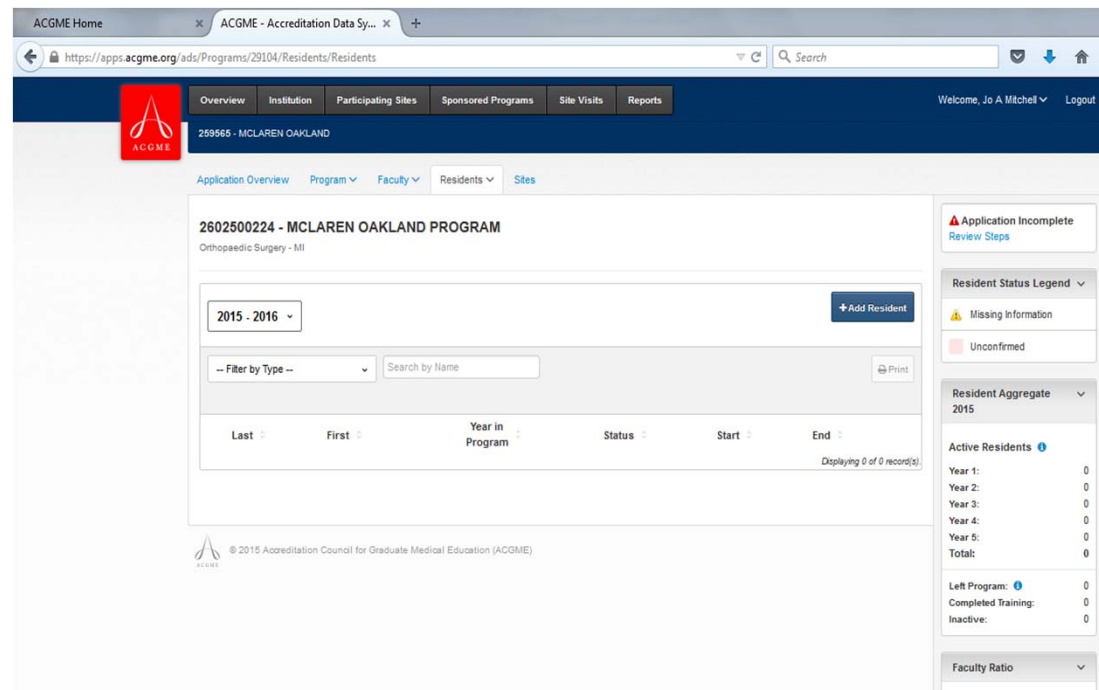
The screenshot shows the ACGME ADS interface. The browser address bar displays the URL: <https://apps.acgme.org/ads/Programs/29104/Faculty/355590/FacultyCV?ReturnUrl=https%3A%2F%2Fapps.acgme.org%2Fads%2FPrograms%2F>. The page title is "2602500224 - MCLAREN OAKLAND PROGRAM" with the specialty "Orthopaedic Surgery - MI". The main content area is titled "Faculty CV" and contains several red bars indicating missing information for various categories: Graduate Medical Education, Licensures, Academic Appointments, Concise Summary of Role/Responsibilities in Program, Current Professional Activities / Committees, Bibliographies, Articles, and Participation in Local, Regional and National Activities / Presentations / Abstracts / Grants. A right-hand sidebar titled "Reference Materials" lists links for Personal Information, Graduate Medical Education, Licensures, Academic Appointments, Concise Summary of Role/Responsibilities in Program, Current Professional Activities / Committees, Bibliographies, Articles, and Participation in Local, Regional and National Activities / Presentations / Abstracts / Grants.

Workbook page 14-15

Residents Heading

Resident Data

1. Information
2. Status
3. Details
4. Comments



Workbook page 16-17

Sites Heading

Participating Sites

1. Description
2. Program Letter of Agreement
3. Months/Distance
4. Educational Experience Descr.
5. Block Diagram Samples

The screenshot displays the ACGME Accreditation Data System (ADS) interface. The browser address bar shows the URL: <https://apps.acgme.org/ads/Programs/29104/Sites/Sites>. The page title is "2602500224 - MCLAREN OAKLAND PROGRAM" under the "Orthopaedic Surgery - MI" category. The main content area is titled "Participating Site Definition" and includes the following text: "An organization (or entity) providing educational experiences or educational assignments/rotations for residents/fellows. Examples of sites include: a teaching hospital which includes its ambulatory clinics and related facilities, a private medical practice or group practice, a nursing home, a school of public health, a health department, a federally qualified health center, a public health agency, a health maintenance organization (HMO), a medical examiner's office, a consortium or an educational foundation. There may be a need to indicate a site as 'clinical' in rare occasions. A clinical site exists when the sponsor of a program is in a different site (location) than the PRIMARY clinical site out of which the program operates." Below this is the "Sponsoring Institution Definition" section, which states: "The organization (or entity) that assumes the ultimate financial and academic responsibility for a program of GME. The sponsoring institution has the primary purpose of providing educational programs and/or health care services (e.g., a university, a medical school, a hospital, a school of public health, a health department, a public health agency, an organized health care delivery system, a medical examiner's office, a consortium, an educational foundation)." A clarification note follows: "Clarification: When the sponsoring institution is non-rotation site the major associated hospital is the participating rotation site. Additionally, for multiple ambulatory medical sites under separate ownership from the sponsoring institution one central or corporate site (and address) must represent the satellite clinics (that are located within 10 miles of the main site)." The "Block Diagram Upload" section is marked as "Complete". At the bottom, there is a "Participating Site Information" section with "+ Add Site" and "Reorder" buttons. On the right side, there is a sidebar with a legend (Site Sponsor, Primary Teaching Site, Missing Data), Reference Materials, and Journal of GME. A notification at the top right indicates "Application Incomplete" with a "Review Steps" link.

Workbook page 18-21