Preparing for the NAS Self-Study Program:
Using your APE to create effective Performance Improvement Projects

Steven Angus
Amy Chmielewski
University of Connecticut
Lisa Willett
University of Alabama at Birmingham

Workshop Objectives

• Describe how Program Improvement Projects (PIPs) will be used in NAS & self-study visits
• Use annual program evaluation (APE) to identify PIPs & track outcomes for improvement
• Discuss how PIPs will be used in the self study process
• Develop a database for collecting & tracking PIP progress for core & specialty programs

Roadmap

• What are the APE requirements?
• How to generate strong PIPS
• How does this relate to self-study program?
• Demonstrate a PIP tracking system
• Conclusions
What is an APE?

• The program, through the PEC must document formal, systematic evaluation of the curriculum at least annually and is responsible for rendering a written and Annual Program Evaluation. (Core)

Elements in an APE

1. Resident Performance
2. Faculty Development
3. Graduate Performance
4. Program Quality
* Progress on Previous Year’s Action Plans
* Performance Improvement Plan (1 or more)

Resident Performance

• In-Training Scores
• Scholarly activities
• Case logs
• Procedure logs
• QI activities
• Patient Satisfaction Surveys
• Fellowship/Career
Faculty Development

- Program Sponsored Development Activities
  - Fatigue, milestones, teaching
- Faculty scholarship
- Participation in Local/Regional/National meetings
  - APDIM, Fellowship Director meetings
- Resident evaluations of the faculty

Graduate Performance

- On-time graduation rates
- Board Pass Rates
- Graduate Survey Results
- Fellowships/Career

Program Quality

- End of year survey data
  - Resident
  - Faculty
- ACGME survey
  - Resident
  - Faculty
- Citations
- Recruitment
- Attrition Rates
- Milestones
- Policies
  - Supervision
  - Fatigue
  - Transitions in Care
- Duty Hours
- QI Participation
Elements in an APE

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Sample APE Data
University Program – 18 Categorical Residents per Year

- Letter of Application (LOA)
- Personal statement
- Curriculum vitae
- Three letters of recommendation
- Completed application forms

Resident Performance
- Program sponsored events
- Participation in didactic/educational programs
- Service to the community
- Independent research

Faculty Development
- Faculty development activities
- Faculty publications
- Faculty presentations at conferences

Program Quality
- Program’s list of residents/seniors
- Program’s list of residents/graduates
- Program’s list of residents/graduates
- Program’s list of residents/graduates
- Program’s list of residents/graduates
- Program’s list of residents/graduates

PIP Outline

- Area of concern
- What is your action plan for improvement?
- Who is responsible for implementing your action plan?
- What is the timeline?
- How will you measure success?
Ten Year Self-Study Visit

Annual Program Evaluation (PR V.C.)
- Resident performance
- Faculty development
- Graduate performance
- Program quality
- Documented improvement plan

The 10-year Self-Study:
- A comprehensive review of the program
- Using the Annual Program Evaluation
- Information on how the program creates an effective learning and working environment
- How this leads to desired educational outcomes
- Analysis of strengths, weaknesses, opportunities and threats, and ongoing plans for improvement
- Subspecialty Programs
- Core and subspecialty programs reviewed together

The 10-year Self-Study: Timeline

<table>
<thead>
<tr>
<th>Time prior to Self Study Visit</th>
<th>ACGME Actions</th>
<th>Program Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-12 months</td>
<td>1. Sends summary of actions/follow-up from Annual Data Review</td>
<td>1. Aggregates data from Annual Program Evaluations</td>
</tr>
<tr>
<td>6-11 months</td>
<td>1. Conducts Self Study</td>
<td>1. Completes ADS data update</td>
</tr>
<tr>
<td>4 months</td>
<td>1. Sets FINAL Self-Study Visit Date and informs program</td>
<td>2. Uploads Self-Study summary to ADS</td>
</tr>
<tr>
<td>10 days</td>
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Environmental Context
Summarize the information on the program’s environmental context that was gathered and discussed during the self-study.

Question 4: Opportunities for the program
Based on the information gathered and discussions during the self-study, what are important opportunities for the program? (Maximum 250 words)

Question 5: Threats facing the program
Based on the information gathered and discussions during the self-study, what are real or potential significant threats facing the program? (Maximum 250 words)

Annual Program Evaluation and Self-Study Process
Provide a brief description of the process for the Annual Program Evaluation, including action plan tracking, and the self-study process for this program.

Question 6: Annual Program Evaluation Process
Describe the Annual Program Evaluation: How is information from the Annual Program Evaluation aggregated? How are action plans tracked? What follow-up occurs? (Maximum 250 words)
Question 7: Self-study process

Provide information on your program's self-study, including who was involved, how data were collected and assessed, how conclusions were reached, and any other relevant information. (Maximum 450 words)

<table>
<thead>
<tr>
<th>Individuals involved in the self-study (by title)</th>
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<tbody>
<tr>
<td>Data used in the self-study (including information on sources)</td>
</tr>
<tr>
<td>How were data analyzed?</td>
</tr>
<tr>
<td>How were conclusions reached?</td>
</tr>
<tr>
<td>How were areas prioritized for improvement?</td>
</tr>
<tr>
<td>Any other information relevant to understanding the self-study process for this program</td>
</tr>
</tbody>
</table>

Core and Subspecialty Programs Reviewed Together

- Needs of core residency taken into account
  - When fellowships are started
  - In decisions made regarding finite resources
- Coordination of curriculum and program resources
  - Subspecialties can access to core resources
  - Local oversight of fellowships
- Coordinated Self-Study of core & subspecialty programs:
  - Assess common strengths and areas for improvement
  - Action plans for areas for improvement
- Efficient Self-Study Visit
  - Less time and resources spent, coordinated collection and review of data

Tracking Improvements

- Design and implement solutions
  - Identify individual or group that will be responsible
  - Identify and secure resources
  - Timeline
- Follow-up is key: ensure all issues addressed
- Documentation to facilitate ongoing tracking
  - Example: A simple spreadsheet recording improvements achieved and ongoing priorities
  - Record over multiple years of improvement
PIP Tracking Database

Benefits of an Access Database
- Scalability: adding more records
- Data structure and normalization through multiple tables
- Data and Referential Integrity
- Queries and Reports

Take Home Points
- APE takes work, time, and data
- Make sure your PIPs align with program goals and aims
- Be able to describe the selection process for your APE
- Your subs are in the boat with you
- Be inclusive

Thank you!
Contact Information

• Steven Angus, MD
  Angus@uchc.edu
• Lisa Willett, MD
  LWillett@uab.edu
• Amy Chmielewski
  Chmielewski@uchc.edu