ACGME ADS Annual Update

Planning Worksheet for 2020

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| Accreditation Information |
| Sponsoring Institution Information | Review to ensure information is correct. |
| Mission and Aims |
| Mission | Has your mission changed? Do you feel you are meeting your mission? What data do you have to demonstrate that you are meeting the mission? |
| Aims | Have you incorporated your aims into the curriculum? Have the aims changed? Are your graduates securing positions related to your aims? What data do you have to demonstrate the aims are current? |
| Diversity |
| Did you meet your diversity goals? What could have changed? What could you do better? Does your program reflect what your expectation is? |
| Citation Response |
| For each citation: | 1. What did you do when you first received the citation? i.e. reviewed with program, GMEC, PEC. Investigated?
 |
| 1. What did you find/discover?
 |
| 1. What was your plan? Did the GMEC assist?
 |
| 1. What is the status today? Use data to show the citation is corrected.
 |
| Major Changes and Other Updates |
|  | 1. Use this section to describe your efforts in improving the program based on your APE.
 |
|  | 1. Include leadership/clinical/educational changes.
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|  | 1. For 2020 – describe how COVID-19 affected the program. Address procedures, clinical volumes, didactics, and other relevant parts of the curriculum.
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|  | 1. If you have access to your ACGME resident and/or faculty surveys, address any potential issues.
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| Participating Sites  |
| For each site: | 1. Ensure info is correct regarding the site
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|  | 1. Has the educational rationale changed?
 |
| Tip: Do you need to update the PLA? | 1. Has duration and level of training changed?
 |
| 1. Has the site director changed?
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| Program Director |
| Update CV. Pay attention to dates of scholarly activity, license, and certification(s) |
| Faculty Roster |
| For each faculty: | 1. Check license and board certification dates
 |
|  | 1. Any title changes? (i.e. core faculty is now an APD)
 |
|  | 1. Review hours dedicated to program
 |
| Tip: Run faculty roster report in ADS for a snapshot of current state. | 1. Add new faculty; Inactivate faculty that left or are no longer part of the program
 |
|  | 1. Read faculty roster instructions for specific details
 |
| Faculty Scholarly Activity |
| Update table. Make sure all faculty have at least one domain.Tip: Run the faculty scholarly report in ADS and use as a template. |
| Resident Roster |
| Tip: Only archive when you are sure that the information is correct. Archived information cannot be changed. | 1. Graduate residents; Add new residents
 |
| 1. Make sure all resident data is correct
 |
| 1. Double check number of residents reported and dates of previous residents
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| Resident Scholarly Activity |
| Update table.  |
| Common Program Questions |
| For each question: | 1. Review any information that may have carried over for accuracy and relevancy.
 |
|  | 1. Questions with check boxes will not carry over.
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| COVID-19 questions: | Pay attention to what is being asked. Make sure you have documentation of what you did in your program during the time frame requested. Keep documenting EVERYTHING you have modified until such time as the program returns to pre-pandemic state.  |
| Prior to Submission |
|  | 1. Have the PEC, or another faculty or resident, other than the PD look at the update.
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|  | 1. Check with your GME office for any requirement for DIO review. An earlier internal deadline may be in effect.
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