Graduate Medical Education
New PD & APD Orientation

Part 1
May 26, 2020
AGENDA

- GME Office
- Major Responsibilities & Timeline
- Alphabet Soup
- Resident Evaluations
- Program Evaluations
- Other Responsibilities
- Website & Resources
Department of Graduate Medical Education
Stanford Health Care
300 Pasteur Drive - Room HC435
Stanford, CA 94305-5207

- **Phone:** (650) 723-5948
- **Fax:** (650) 723-3045
- **Email:** gme@med.stanford.edu
- **Business Hours:** Monday - Friday, 7:45AM - 4:30PM
- **Website:** http://gme.stanford.edu
The Department of Graduate Medical Education is located on the fourth floor of Stanford Hospital & Clinics. Access is via the "N" staircase.

Directions to GME office:
- [https://med.stanford.edu/gme/housestaff/incoming.html](https://med.stanford.edu/gme/housestaff/incoming.html)
- Video directions begin at 1:13
GME Office - Leadership

Norman Rizk, MD
Senior Associate Dean for Clinical Affairs
Chief Medical Officer, Stanford Health Care

Ann Dohn, MA
Director, Graduate Medical Education
Designated Institutional Official (DIO), ACGME
Training Program Liaison, ECFMG
Special Programs Coordinator, Medical Board of California
Institutional Official, NRMP
- CA MD License Exemptions: Section 2111, 2113, 2168
- On Call Coverage
- Visas: J-1, H1-B

Laurence Katznelson, MD
Associate Dean for Graduate Medical Education
Chair, Graduate Medical Education Committee (GMEC)
GME Office – Personnel in Educational Team

Jie Li, PhD
Senior Program Manager/Education Specialist
JieLi@stanfordhealthcare.org
650-723-6558 (office)

- Evaluation/Assessment
- GME Research
- Internal Reviews
- MedHub
- Program Accreditation
- Self Studies
- Site Visits
- Special Reviews

Thang "Trey" Huynh-Ngo, MBA
Program Manager/Education Specialist
THuynhnngo@stanfordhealthcare.org
650-498-2418 (office)

- Medhub
- Website Management
- Evaluation/Assessment
- GME Research
- Internal Reviews
- MedHub
- Program Accreditation
- Self Studies
- Site Visits
- Special Reviews

Alyssa Carrasco
Program Coordinator
Alicarrasco@stanfordhealthcare.org
650-723-6564 (office)

- Funding and Expansion
- House Staff Uber Usage Monitoring
- MedHub
- Event Scheduling
- Program Accreditation

Roles and Responsibilities:
http://med.stanford.edu/gme/gme_team.html
GME Office – Personnel in Operations Team

**Robbin Bankston**  
Program/Office Manager  
RBankston@stanfordhealthcare.org  
650-736-7487 (office)

- Daily operations / supervision of the GME office  
- Allowances (Bonuses, On Call Meals, etc.)  
- Benefits  
- Payroll  
- Leave of Absences  
- Orientation

**Brett Toensing, MS**  
Financial/MedHub Analyst  
Bet1@stanford.edu  
650-725-1951 (office)

- Budget Planning and Tracking  
- Orientation

**Matt O’Neill, M.Ed.**  
Technical Coordinator  
MONeill@stanfordhealthcare.org  
TBD (office)

- HealthStream  
- Incoming House Staff  
  - HealthStream Compliance  
- IT for SHC  
- Website Management  
- SUNet ID Provision and Monitoring

**Mitra Haddad, BA**  
Administrative Coordinator  
MHaddad@stanfordhealthcare.org  
650-723-5948 (office)

- Away Electives Rotations  
- Continuing House Staff  
  - Occupational Health Compliance  
- Outgoing/Graduating House Staff  
- Loan Deferments/Forbearances  
- Postdoctoral Appointments  
- Reimbursements  
- Notary  
- Jury duty Letter  
- Certificates

**Marcy Kulakow, BA**  
Registrar  
MKulakow@stanfordhealthcare.org  
650-723-5948 (office)

- CA Medical Licensure Process  
- EPIC for House Staff  
- Incoming House Staff  
  - Occupational Health Compliance  
- MSOW Database for House Staff  
- Visiting Residents  
- Notary
Welcome Packet

- GME Office Directions and Staff
- GME Yearly Calendar/Timeline
- ACGME “Alphabet Soup”
- GME Evaluations and Survey requirements
- Major Processes in Program Accreditation
- ACGME Program Requirements
Major Responsibilities & Timeline
Program Major Responsibilities

- **Trainee Evaluations**
  - Trainee evaluations by faculty and others (internal)
  - Trainee semi-annual and final evaluations (internal)
  - **Clinical Competency Committee (CCC)** (internal)
  - **Milestone Reporting** (reported to ACGME)
  - Trainee evaluations of faculty (internal)

- **Program Evaluations:**
  - ACGME Resident/Fellow & Faculty Surveys (reported from ACGME)
  - GME House Staff Survey (internal and sent out annually by GME)
  - Program Evaluation by Resident and by Faculty in MedHub (internal and sent out annually by GME)
  - **Annual Program Evaluation (APE)** (internal)
  - **Annual WebADS Updates** (reported to ACGME)

- **Work Hours Logging** (internal)

- **Case Log Recording** (internal and may reported to ACGME)

- **Self Study** (internal until external site visit at end of 10 years)
# ACGME & GME Education Timeline July 1, 2020 - June 30, 2021

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<thead>
<tr>
<th>Tasks</th>
<th>JUL</th>
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<th>SEPT</th>
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**Tasks**

- WebADS opens xxx for 1st Group
- WebADS opens xxx for 2nd Group
- Group 1: Prepare WebADS updates. Send to GME by xxx for review. Submit GME-approved WebADS to ACGME.
- Group 2: Prepare WebADS updates. Send to GME by xxx for review. Submit GME-approved WebADS to ACGME.
- Milestones: Send out milestone-based evaluations of residents/fellows to attending physicians.
- Submit Milestone Reports to ACGME.
- Send out milestone-based evaluations of residents/fellows to attending physicians.
- Submit Milestone Reports to ACGME.
- Survey Window.
- Survey results posted in MedHub.
- Meet, Review, Finalize in MedHub’s Milestone Management section. Submit to ACGME.
- Meet, Review, Finalize in MedHub’s Milestone Management section. Submit to ACGME.
- ACGME delivers confidential survey.
- Survey results posted in MedHub.
- GME delivers confidential survey.
- Evaluations posted in MedHub.
- Complete form at end of training.
- Schedule, Meet & Upload meeting minutes in MedHub.
- Monthly Ongoing: Review all violations.
- Occurs any time at GME’s discretion.
- Occurs at any time with an ACGME notification (minimum 30 days prior to visit).
- Occurs approximately every 10 years. Advance notice will be posted in ADS (ACGME Self Study letter of notification).
- Takes place every 18 months.
Alphabet Soup
What is ACGME?

- The Accreditation Council for Graduate Medical Education (ACGME) is a private, non-profit council whose mission is to improve health care by assessing and advancing the quality of resident physicians’ education through accreditation.
  - evaluates and accredits medical residency programs in the United States.
  - currently responsible for the accreditation of 10,975 residencies/fellowship programs 136,286 residents/fellows.
  - established in 1981 from a consensus in the academic medical community for an independent accrediting organization. Its forerunner was the Liaison Committee for Graduate Medical Education, established in 1972.
  - The ACGME has 28 review committees. Each residency committee comprises about 6 to 15 volunteer physicians.
ACGME Alphabet Soup - ROLES

- **Core Faculty**: All physician faculty who have a significant role in the education of resident/fellows and who have documented qualifications to instruct and supervise.

- **Designated Institutional Official (DIO)**: The individual in a sponsoring institution who has the authority and responsibility for all of the ACGME-accredited GME programs.

- **Fellow**: An MD in GME who has completed the requirements for eligibility for first board certification in the specialty.

- **Program Director (PD)**: The one physician designated with authority and accountability for the operation of the residency/fellowship program.

- **Review Committee, Residency Review Committee (RRC)**: sets accreditation standards and provides a peer evaluation of residency programs and fellowships.

- **Sponsoring Institution (SI)**: The organization (or entity) that assumes the ultimate financial and academic responsibility for a program of GME.
  - *Stanford Health Care is the Sponsoring Institution for all our GME programs.*

- **Graduate Medical Education Committee (GMEC)**: all major changes of a program need approval from GMEC
ACGME Alphabet Soup – DECISIONS & COMMUNICATIONS

- **Citation:** A finding of a Review Committee that a program or an institution is failing to comply substantially with a particular accreditation standard or ACGME policy or procedure.

- **Clinical Learning Environment Review (CLER):** Type of ACGME institutional review that provides a broad view of sponsoring institution’s initiatives to enhance the safety of the learning environment and to determine how residents are engaged in the patient safety, quality improvement and resident wellness.

- **Compliance:** A program’s or institution’s adherence to a set of prescribed requirements.

- **Continued Accreditation:** A status of “Continued Accreditation” is conferred when a Review Committee determines that a program or sponsoring institution has demonstrated substantial compliance with the requirements.

- **Letter of Notification (LON):** The official communication from a Review Committee that states the action taken by the Review Committee.
ACGME Alphabet Soup – REQUIRED POLICIES

- **Complement**: The maximum number of residents or fellows approved by a Residency Review Committee (RRC) per year and/or per program based upon availability of adequate resources. (Quota)

- **Master Affiliation Agreement**: A written document that addresses GME responsibilities between a sponsoring institution and a major participating site.

- **Program Letter of Agreement (PLA)**: A written document that addresses GME responsibilities between an individual accredited program and a site other than the sponsoring institution at which residents receive a required part of their education.
Trainee Evaluations
Trainee Evaluation Process

Trainee Evaluations

Prepare for Clinical Competency Committee

Clinical Competency Committee (CCC)

Semiannual & Final Evaluations of Trainee

Report Milestones to ACGME
Trainee Evaluation Process

**Purpose:** Ongoing evaluation of resident performance at the end of each rotation or educational activity, timely feedback, inform CCC

**ACGME requires multi-modal resident evaluations: faculty, peer, staff, patient and self**

**Your Role:**

-- Deliver evaluations via MedHub

-- Monitor the completion status and remind faculty to complete (evaluations must be completed within two weeks after delivery)

-- Encourage faculty to give meaningful feedback, including constructive comments
Trainee Evaluation Process

Purpose: Ensure CCC has information they need to make overall competency decisions for each resident

Your Role:

-- Synthesize performance information (done by the coordinator or assigned CCC member)

-- Train CCC members on how to interpret aggregated, synthesized performance information about individual residents/fellows

-- Encourage faculty to review prior to CCC, seek more information if issues or insufficient information
Purpose: Review each resident to determine if “on track” with developmental **Milestones**

Your Role:

-- Share written performance information about individual residents’/fellows’ performance during the CCC meeting

-- Lead meaningful discussion that determines appropriate Milestone level, provides resident with actionable feedback

-- Inventory where milestones are represented in the program
Milestones: Six ACGME Core Competencies

Patient Care
Medical Knowledge
Practice-based Learning and Improvement
Interpersonal and Communication Skills
Professionalism
System-based Practice

A milestone is a significant point in the progressive development of a competency.
## Milestone: Example of A Sub-Competency

### Medical Knowledge

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<th>MK1: Protocol selection and optimization of images</th>
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<tr>
<td><strong>Has not Achieved Level 1</strong></td>
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<td>Selects appropriate protocol and contrast agent/dose for basic imaging, including protocols encountered during independent call as defined by the residency program</td>
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<td>Recognizes sub-optimal imaging</td>
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### Comments:

### Possible Methods of Assessment/Examples:
- End-of-Rotation Global Assessment
- Direct observation and feedback
- Self-Assessment and Reflections/Portfolio
- Core exam
- OSCE/simulation
Purpose: document resident strengths, weaknesses, guides resident growth

Your Role:

-- Complete evaluation forms

-- Meet with residents to review feedback, both PD and resident sign form
Trainee Evaluation Process

Purpose: Provide ACGME with information regarding resident milestone achievements

Your Role:

-- Review milestone evaluations to ensure accuracy, particularly for residents who are “off track”

-- Complete reporting process via ACGME WebADS system prior to deadline
Assessment System

- **Residents**
  - Assessments within Program:
    - Direct observations
    - Audit and performance data
    - Multi-source FB
    - Simulation
    - ITEXam

- **Judgement**
  - Qual/Quant "Data" Synthesis: Committee

- **FB**

- **Milestones as Guiding Framework and Blueprint**

- **Unit of Analysis:** Program
  - Accreditation
    - Certification and Credentialing
      - Unit of Analysis: Individual

- **Faculty, PDs and others**

- **D**

- **PUBLIC**
ACGME Alphabet Soup: Resident Evaluation

- **Clinical Competency Committee (CCC):** A required body comprising three or more members of the active teaching faculty who is advisory to the program director and reviews the progress of all residents in the program.

- **Competencies:** Specific knowledge, skills, behaviors and attitudes and the appropriate educational experiences required of residents to complete GME programs. These include patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice.

- **Final Evaluation:** verify that the resident has demonstrated the knowledge, skills, and behaviors necessary to enter autonomous practice upon completion of the training. Final evaluation is permanently recorded by uploading in MedHub.

- **Transitions of care (TOC):** The relaying of complete and accurate patient information between individuals or teams in transferring responsibility for patient care in the healthcare setting.
Program Evaluations
Program Evaluation Process

Oct-Nov
GME Survey

Feb-Mar
ACGME Survey by Residents and Faculty

Apr
Program Evaluation By Residents and Faculty

May-Jun
Program Evaluation Committee (PEC)

Jun-Jul
Annual Program Evaluation (APE)

Aug-Sept
Annual WebADS Updates

Program Quality Indices

Report Plan to ACGME

Program Improvement Planning
Program Evaluation Process

**Purpose:** “Early warning” for ACGME survey

**Your Role:**
- Encourage residents to complete
- Have a discussion about issues with residents
Program Evaluation Process

Purpose: ACGME check in on program quality

Your Role:

-- Ensure completion rate: resident 70%; faculty 60%

-- Ensure that residents and faculty understand survey is confidential

-- Review the survey report and have a discussion about issues with your residents
Program Evaluation Process

**Purpose:** collect additional especially more qualitative data

**Your Role:**

-- Ensure that residents and faculty understand evaluation is confidential

-- Review the evaluation report and have a discussion about issues with your residents
Program Evaluation Process

Purpose: Program quality “look in the mirror”

Your Role:

--Compile and synthesize program quality indices (see APE data list), prepare a presentation at meeting

Game Evaluation Process

Oct-Nov

GME Survey

Feb-Mar

ACGME Survey by Residents and Faculty

Apr

Program Evaluation By Residents and Faculty

May-Jun

Program Evaluation Committee (PEC)

Jun-Jul

Annual Program Evaluation (APE)

Aug-Sept

Annual WebADS Updates

Program Quality Indices
**Program Evaluation Process**

- **Oct-Nov:** GME Survey
- **Feb-Mar:** ACGME Survey by Residents and Faculty
- **Apr:** Program Evaluation by Residents and Faculty
- **May-Jun:** Program Evaluation Committee (PEC)
- **Jun-Jul:** Annual Program Evaluation (APE)
- **Aug-Sept:** Annual WebADS Updates

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**Program Quality Indices**

**Purpose:** Create plan to address program issues

**Your Role:**

-- Lead discussion on program SWOT

-- Ensure all citations & survey weaknesses (<80%) are addressed

-- Ensure meeting focuses on root causes of program issues – “bundle” issues into categories
Program Evaluation Process

Purpose: Report program improvement initiatives to ACGME

Your Role:

-- Ensure PEC/APE reflected in responses, especially regarding any citations

-- Complete WebADS

-- Get GME approval and submit to ACGME
Accreditation Data System (ADS): Online service that allows program directors to input Program Information data to ACGME.

Common Program Requirements (CPRs): The set of ACGME requirements that apply to all specialties and subspecialties.

Compliance: A program’s or institution’s adherence to a set of prescribed requirements.
Other Evaluations

- Faculty evaluation by residents/fellows:
  - Must have at least once per year
  - Confidential and anonymous
# Summary of All Surveys and Evaluations

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<td>Program Evaluation by Resident</td>
<td>GME Office</td>
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<td>Program Evaluation by Faculty</td>
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<td>Resident Evaluation of Faculty</td>
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<td>GME Housestaff Survey</td>
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<td>Trainee Performance</td>
<td>Milestone Evaluations (Multiple Evaluators Required)</td>
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<td>- Faculty Evaluation of a Resident</td>
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<td>- Semi-Annual Evaluation (Including One-On-One Meeting with Trainee)</td>
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<td>- Patient Evaluation of a Resident</td>
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<td>- Other Health Professionals Evaluation of a Resident</td>
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<td>- Resident Self Evaluation</td>
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<td>*Sharp Training Checklist</td>
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<td>Trainee Performance</td>
<td>Receives Milestone Data from Program</td>
<td>From Program</td>
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<td>Receives Case/Procedures Data from Program</td>
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*Not included in the Annual Program Evaluation*

# ACGME One Year Cycle (2019-2020)

- **Nov 2019 - Jan 2020**: Milestone Reporting to ACGME
- **Feb-Mar 2020**: ACGME Resident and Faculty Survey
- **May-Jun 2020**: Milestone Reporting to ACGME
- **Jul-Sep 2020**: ACGME WebADS Updates
- **Sep 2020 - Jan 2021**: ACGME RC Meeting:
  - Milestones and Survey Results from 2019-2020 Will be Reviewed
Other Major Responsibilities
Monitoring Work Hours

- ACGME requirements on work hours (such as limit of 80 hours a week, at least 1 day in 7 free of work/education)
  - See complete requirements in ACGME Program Requirements

- PD Responsibilities
  - 100% honest logging
  - Review violations
Self Study & Self Study Site Visit

- Every 10 years
- The self study is intended to be a 5 year “look back” and a 5 year “look forward”
  - Focuses on strengths and improvements in the past 5 years
- Site visit should occur within 12 – 18 months after submission of self study

https://www.acgme.org/What-We-Do/Accreditation/Self-Study
ACGME Home page

https://www.acgme.org/

ACGME Response to Pandemic Crisis

Review the ACGME’s COVID-19 information and resources supporting the GME community including:

* FAQs
* Guidance Statements
* Pandemic Emergency Status forms
* More

WHAT'S NEW

ACGME shares video capturing physicians’ dedication during COVID-19
MAY 21, 2020

2021 Annual Educational Conference Call for Sessions now open
MAY 19, 2020

Coalition for Physician Accountability releases statement on maintaining quality and safety standards amid COVID-19
MAY 19, 2020

Coalition for Physician Accountability releases report on learner transitions from medical schools to residency programs in 2020
MAY 19, 2020

More News ➤
ACGME WebADS

- Accreditation Data System (ADS)

https://www.acgme.org/Data-Collection-Systems/Overview
GME Website
GME Site

- Residency & Fellowship Programs
- Residents/Fellows
  - Incoming & Rehired residents/fellows
  - Current Chief Residents
  - See topics relevant to all house staff
- Program Portal
  - Forms, Templates, & Examples
  - Program
- GME Community
- Policies & Procedures
- Our Team

https://med.stanford.edu/gme.html
Resources
Essential Resources

- GME’s Welcome Packet
- Director Monthly Meeting:
  - 2nd Thursday of each month 12-1pm H3210
- Director email lists (programdirectors@lists.stanford.edu) & (ACGMEprogramdirectors@lists.Stanford.edu)
- ACGME’s Program Requirements
- MedHub’s Help Portal
- GME Website:
  - Program Portal -> Forms, Templates, & Examples
- Review recording at
  - https://med.stanford.edu/gme/program_portal/pd/orientation.html
- Feel free to contact GME Office anytime you have questions!