

Agenda

- I. Review of Clinical Competency Committee Activity**
 - A. Resident Milestone Scores December 2013 & June 2014 (attachment)**
 - B. Residency Evaluation Tool / Data Mappings (attachment)**
 - C. Discuss Pre-CCC Meeting Faculty Scoring**
 - 1. Review Recent Resident Sample (attachment)**
 - 2. Approach to Resident Evaluation (attachment)**
 - 3. Discuss Recommendations for Improvement**
 - D. Review Milestones**
 - 1. Understanding the Milestones (attachment)**
 - 2. The Emergency Medicine Milestone Project (attachment)**

- II. The Next Accreditation System Updates**
 - A. ACGME Program Requirements (attachment)**
 - 1. Reminders about ACGME Program Requirements Faculty Considerations (attachment)**
 - 2. Reminders about New ACGME Program Requirements (attachment)**
 - 3. EM Transition of Care Guidelines (attachment)**
 - 4. Alertness Management / Fatigue Mitigation Guidelines (attachment)**
 - B. Program Evaluation Committee (attachment)**
 - 1. ABEM Certification Report 2008-2012 (attachment)**
 - 2. Updates**
 - a. JEM Article (attachment)**
 - b. Methods of Presentation**

- III. Clinical Learning Environment Review (CLER) (attachment)**

- IV. Annual Review by PG Year**
 - A. PGY 1 (Minutes from retreat attached)**
 - B. PGY 2 (Minutes from retreat attached)**
 - C. PGY 3 (Minutes from retreat attached)**
 - D. Resident Feedback and Recommendations**

- V. Critical Appraisal**
 - A. 2013 ACGME Resident and Faculty Surveys (attachments)**
 - B. 2014 Match Results by Ranked Applicants (attachment)**
 - C. 2008 – 2014 Rank Statistics (attachment)**
 - D. Applicant Surveys (Matched, Unmatched and Rotator) (attachments)**
 - E. Accreditation Notice (attachment)**
 - F. Faculty Scholarly Activity**
 - 1. Faculty Scholarly Activity Report (attachment)**
 - 2. Collective Peer-Reviewed Publications (attachment)**

- VI. Program Evaluation**
 - A. Resident Anonymous Evaluation of Program (attachment)**
 - B. Faculty Anonymous Evaluation of Program (attachment)**
 - C. Graduate Evaluation of Program (attachment)**
 - D. Graduate Employer Evaluation (attachment)**
 - E. Distribution of Written Summaries of Anonymous Resident Evaluations of the Faculty**
 - F. Resident Feedback and Recommendations**

VII. Curriculum Overview

- A. Medical Student Update (attachment)**
- B. Simulation-based Training Update**
- C. Ultrasound Update**
- D. Planned Educational Sessions**
 - 1. 2013 Model of the Clinical Practice of Emergency Medicine (attachment)**
- E. EBEM/Journal Club**
- F. Research**
- G. Pediatric EM (attachment)**
- H. Prevention of Medical Errors (QI & Patient Safety Series)**
- I. Fellowship Update**
 - 1. Research/Administration**
 - 2. Pediatric EM**
 - 3. EMS (attachments)**
 - 4. Ultrasound**
- J. Planned Educational Sessions**
 - 1. Post-Graduate Year and Common Educational Objectives (attachment)**
 - 2. Resident Summary Report (attachment)**
 - 3. Resident Conference Attendance (attachment)**
- K. Resident Feedback and Recommendations**

VIII. Faculty Activity & Review

- A. Participation**
 - 1. EM Residency Interviews (attachment)**
 - 2. Conference Attendance (attachment)**
 - 3. Feedback and Recommendations**

Adjournment

EM Residency Annual Review and Retreat
PGY 1 Class

Meeting Outline

- 1. Discuss upcoming PGY 2 transition**
 - a. Expectations
 - b. Transitioning roles from PGY 1 to PGY 2
- 2. PGY 2 schedule recommendations**
- 3. Focus on program culture and practices**
- 4. Recruitment**
- 5. Review PGY 1 curriculum**
 - a. Rotations
 - b. Recommendations for improvement
 - c. Program requirements and structure
 - d. Program leadership
- 6. Resident Success Metrics**

EM Residency Annual Review and Retreat
PGY 2 Class

Meeting Outline

1. Discuss upcoming PGY 3 activity timeline

a. Senior timeline expectations and preparedness

	July – September	October – December	January – March	April - June
CV writing	✓			
License	✓			
Job search	✓	⇒	⇒	
Job Interview	✓	⇒	⇒	
Job Considerations	✓	⇒	⇒	
“Sign On”		⇒	⇒	
Contract Review & Considerations		⇒	⇒	⇒
Financial Focus			⇒	⇒

b. Transitioning roles from PGY2 to PGY3

c. Recommendations for improvement

2. Keys to success for 2nd year

3. Review PGY 2 curriculum

a. Rotations

b. Role of teaching resident / scheduling

c. Recommendations for improvement

4. Program requirements and structure

- Discuss essentials (conference, adult and Peds ED experience, simulation, lecture requirements, Journal Club, M&M)
- Institutional Requirements
 - CARE, BBP
 - IHI
 - ICD-10

5. Program leadership

- a. Current practices

6. Resident Success Metrics

EM Residency Annual Review and Retreat
PGY 3 Class

Meeting Outline

1. Transition to next role

- a. “Going and getting it” vs. “Waiting for it to come”
- b. ABEM exam preparation

2. Review of curriculum

- a. M&M
- b. Journal club
- c. Conference

3. Review of rotations

4. Senior Level Lectures

5. Recommendations for improvement

Residency Retreats


April 16, 2015

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Sr. Academic Program Manager
Orlando Health





ACGME Requirements

- ACGME Program Requirements for Graduate Medical Education in Emergency Medicine
 - ❖ V.C. Program Evaluation and Improvement
 - V.C.2. *"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 (APE)."*
 - ❖ The program director must appoint the Program Evaluation Committee (PEC)
 - ❖ The PEC must be composed of at least two program faculty members and should include at least one resident





Why a Faculty Retreat?

- A Faculty Retreat
 - ❖ Allows the program to connect outside of work
 - ❖ Allows for greater program representation among faculty, residents and staff
 - ❖ Allows for discussions in a relaxed or non traditional setting

Who Should Attend?

- Program Leadership (PD, APDs)
- Faculty
- Current Chief Residents
- Incoming Chief Residents
- Residency Coordinator and/or Program Manager
- Outside associates



Location, Location, Location

- Onsite or offsite?
 - ❖ Professional setting (such as a hotel or conference area)? Or a more relaxed setting (such as a park or a campsite)?
 - ❖ Meeting or team building event?
- Size of group?
- Budget?
- Duration of meeting
 - ❖ One afternoon?
 - ❖ One day?
 - ❖ Multiple days?




Prior to the Retreat

- Distribute program evaluations and/or surveys that will be used to review the program
 - ❖ Faculty
 - ❖ Resident
 - ❖ Alumni
 - ❖ Any others?
- Contact faculty regarding any updates they want to share at the retreat regarding their area of specialty (for example):
 - ❖ Fellowships
 - ❖ Clerkships
 - ❖ Ultrasound
 - ❖ Simulation
 - ❖ Research

Documents to be Reviewed



Per the ACGME Program Requirements, the program must monitor and track each of the following areas:

- ❖ Resident performance
- ❖ Faculty development
- ❖ Graduate performance, including performance of program graduates on the certification examination
- ❖ Program quality
 - ✓ Residents and faculty must have the opportunity to evaluate the program confidentially and in writing at least annually, and
 - ✓ The program must use the results of residents' and faculty members' assessments of the program together with other program evaluation results to improve the program.
- ❖ Progress on the previous year's action plan(s)

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Distribution of Materials



➤ Binders (Paper)

- ❖ Binders should be distributed prior to the retreat to give the faculty an opportunity to review the materials in advance
- ❖ Attendees should be instructed to bring the binder with them to the meeting

➤ Electronic

- ❖ Documents should be emailed or sent through services such as Dropbox or Google Docs in advance
- ❖ Attendees should be instructed to bring their own laptops and/or flash drives

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After the Retreat

Per the ACGME Program Requirements:

V.C.3. "The PEC must prepare a written plan of action to document initiatives to improve performance in one or more of the areas listed in section V.C.2., as well as delineate how they will be measured and monitored."

V.C.3.a) "The action plan should be reviewed and approved by the teaching faculty and documented in meeting minutes."

- Distribute minutes / action plan to all faculty regardless of whether they were in attendance
- Distribute minutes / action plan to GME Office



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Lessons Learned – Faculty Retreat

- Find a convenient location that cuts down on distractions
- Keep food close by: keep wandering at a minimum
- If your meeting takes place in a professional setting and the materials were distributed electronically, request AV equipment including:
 - ❖ Extra power strips for laptops
 - ❖ Screen
 - ❖ Laptop and InFocus (or remember to bring your own!)
 - ❖ Request Internet access code in advance



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Resident Retreats



- Location
 - ❖ Typically take place in an outdoor setting that allows for a meeting as well as a team building exercise
- Who Should Attend?
 - ❖ Specific PGY Class
 - ❖ Chief Resident(s)
 - ❖ Program Leadership (PD, APDs)
 - ❖ Residency Coordinator and/or Program Manager
 - ❖ Selected faculty member(s)
- Duration of meeting
- Materials

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Items to be Discussed

- Transitioning from current PGY level to the next level
 - ❖ Expectations
 - ❖ Department responsibility
 - ❖ Essentials (lecture requirements, building efficiency)
 - ❖ Timeline expectations and preparedness (PGY 2 in particular)
- Scheduling
- Program culture and practices
- Review of curriculum and recommendations for improvement
- Feedback on program leadership



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After the Retreat

- Distribute minutes / action plan to that specific resident class
- Followup on any items that need to be addressed following the retreat



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Lessons Learned – Resident Retreat

- Arrange the resident schedule so that all residents who need to participate are able to attend. The Chief Residents and/or the program leadership may need to be involved. Other services will need to be involved as well.
- If your meeting takes place over a one day period in an outdoor setting:
 - ❖ Encourage everyone to bring their own chair
 - ❖ Have drinks and snacks available
 - ❖ Arrange for lunch (cookout or delivery)
- Materials to Bring
 - ❖ Copies of agenda
 - ❖ Paper
 - ❖ Pens



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Questions?