Pre Self-Study Review (PSSR)

Protocol

Effective September 1, 2015

The revised ACGME Institutional Requirements (effective July 1, 2014) section 1.B.4. a) (GMEC Responsibilities) includes but is not limited to: oversight of the institution and ACGME-accredited programs (1.B.4.a (1)), the quality of the working environment (1.B.4.a (2)), the quality of the educational experiences (1.B.4.a (3)), and the ACGME-accredited programs’ annual evaluation and improvement activities (1.B.4.a (4)). Missing are requirements for an internal review at the mid-point of a program’s accreditation cycle. But, according to the ACGME, the GMEC must implement a process for continuous improvement for all ACGME-accredited programs. The Pre Self-Study Review (PSSR) is part of this process.

The PSSR Process (See sample timeline in Appendix A)

Programs will be assigned a date by which the program self-study materials must be complete. This specific date will be assigned by the GME Office, according to the GME Program Oversight Calendar. The multi-step process is outlined below:

1. The program will receive a reminder notification of the due date for completion of the program self-study. The program will be contacted by the GME Office to schedule their PSSR for that month.
2. Program assembles the self-study group
3. The self-study group engages program leadership, faculty, trainees and staff in a discussion of program aims
4. The self-study group reviews the SWOTs and Action Plans to determine ongoing threats and opportunities
5. The self-study group aggregates and analyzes data to generate a longitudinal assessment of the program’s improvement
6. The self-study group obtains stakeholder input
7. The self-study group interprets the data and aggregates the self-study findings
8. The self-study group discusses the findings with stakeholders
9. The self-study group develops a succinct self-study document for use in further program improvement and as documentation for the program’s PSSR and 10-year site visit
10. The program completes the APE form in New Innovations.*
11. The PEC conducts the APE.
12. The program submits the Annual Program Evaluation Minutes and Action Plan (through New Innovations) and to the GMEC Compliance and Accreditation Subcommittee by the assigned date.
13. The PSSR will be conducted and a Pre Self-Study Review Report will be generated.
14. The GMEC Compliance & Accreditation Subcommittee will review the Pre Self-Study Review Report and either:
   a. Accept and create an action plan
   b. Ask for clarification/additional documentation and create an action plan
   c. Determine the need for a Special Program Review (SPR)

15. Both the Pre Self-Study Review Report and Pre Self-Study Review Action Plan developed by the GMEC Compliance and Accreditation Subcommittee will be sent to the PD within 30 days of the PPR. Progress on action plans will be accessed at the time of the next APE.

16. The Pre Self-Study Review Report and Pre Self-Study Review Action Plan created by the GMEC Compliance & Accreditation Subcommittee are presented to the GMEC.

**PSSR Materials**

In addition to the materials required for the APE, the following will be required for the PSSR:

- All APE Minutes and Action Plans since the time of their last Site Visit.
- The Self-Study Summary

These materials must be uploaded into NI no later than 10 business days prior to the scheduled PSSR.

**The PSSR Participants and Meeting**

The PSSR will be conducted by the chair (Associate Dean for GME) and co-chair (Assistant Dean for GME) of the GMEC Compliance and Accreditation Subcommittee. Interviewees will include members of the Self-Study group and the Program Leadership.

Reviews will be scheduled for 8:30-11:00 am:

8:30-9:45 am    Meeting with Self-Study group
9:45-10:00 am   Break
10:00-11:00 am  Meeting with Program Leadership

**PSSR Report and Action Plan**

**Report:** The co-chairs will compose a written report. The report will be submitted to the GMEC Compliance and Accreditation Subcommittee. The GMEC Compliance and Accreditation Subcommittee will develop a Pre Self-Study Program Review Report and Pre Self-Study Review Action Plan. Both the Pre Self-Study Review Report and Pre Self-Study Review Action Plan will be submitted to the GMEC.

**Action Plan:** The Pre Self-Study Review Report and Pre Self-Study Review Action Plan developed by the GMEC Compliance and Accreditation Subcommittee will be sent to the PD.
Progress on action plans will be accessed at the time of the next APE, or sooner if determined by the GMEC Compliance and Accreditation Subcommittee.

**GMEC Monitoring of Outcomes**

The GMEC Compliance and Accreditation Subcommittee will review the Pre Self-Study Review Report and Pre Self-Study Review Action Plan at its monthly meeting as designated by the GME Program Oversight Calendar and either:

a. Accept as submitted  
   b. Ask for clarification/additional documentation  
   c. Determine the need for a Special Program Review (SPR)

A templated summary report will be created and presented by the GMEC Compliance and Accreditation Subcommittee to the GMEC.

*The month that completed Annual Program Evaluation Minutes and Action Plan must be submitted to the GME Office is predetermined and illustrated on the table in Appendix B.*
### Appendix A

**Sample Timeline for PPR Process**

Program with an “April” assignment on the table in Appendix B

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>4/1/2015</td>
<td>1. The program will receive a reminder notification of the due date for completion of the program Self-Study.</td>
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<tr>
<td>1/1/2016</td>
<td>2. The program will receive a reminder notification of the due date for completion of the program component of the APE process.</td>
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<tr>
<td></td>
<td>3. The program must update ADS.</td>
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<td></td>
<td>4. The program completes the APE form in New Innovations.</td>
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<td></td>
<td>5. The PEC conducts the APE.</td>
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<tr>
<td>4/1/2016</td>
<td>6. The program submits the Annual Program Evaluation Minutes and Action Plan (through New Innovations) by the assigned due date.</td>
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<tr>
<td>4/2016</td>
<td>7. The PSSR will be conducted and a Periodic Program Review Report will be generated.</td>
</tr>
<tr>
<td>5/2015</td>
<td>9. Both the Pre Self-Study Review Report and Pre Self-Study Review Action Plan developed by the GMEC Compliance and Accreditation Subcommittee will be sent to the PD.</td>
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<tr>
<td>5/12/2015</td>
<td>10. The Pre Self-Study Review Report and Pre Self-Study Review Action Plan created by the GMEC Compliance &amp; Accreditation Subcommittee are presented to the GMEC.</td>
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Appendix B

GMEC Program Oversight Calendar