

### ***Assemble the self-study group***

**Membership:** The members of the Program Evaluation Committee (PEC) are the ideal core foundation for the self-study group. They are familiar with the Annual Program Evaluation process and the resulting action plans and improvement efforts. Including the program coordinator is also recommended.

**Added participants:** The ACGME does not require additional participants in the self-study. However, it may be beneficial to have a few individuals to offer an external perspective. Examples include a departmental leader, a clerkship director, a chief resident, or an expert in education, curriculum design, or assessment. These individuals may be included if program leaders think their contributions would be beneficial. For institutional experts, the DIO may be able to provide suggestions.

**CCC representative:** It may be beneficial to include a member of the Clinical Competency Committee (CCC) on the self-study group, due to the focus on educational outcomes, which makes data on residents'/fellows' Milestone performance an important component in self-study discussions.