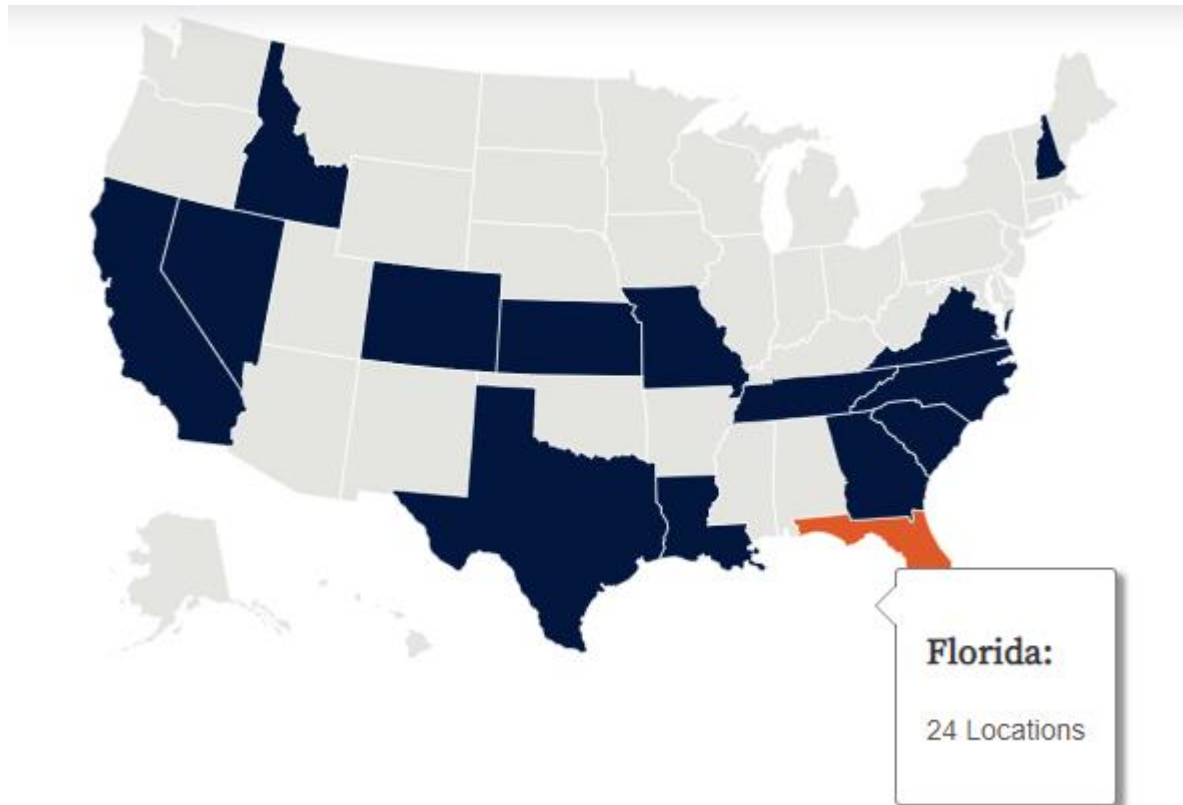


Our System-Wide Accreditation Team (SWAT)

Carrie Eckart, MBA
Assistant Vice President, GME Accreditation
HCA Graduate Medical Education
March 25, 2022

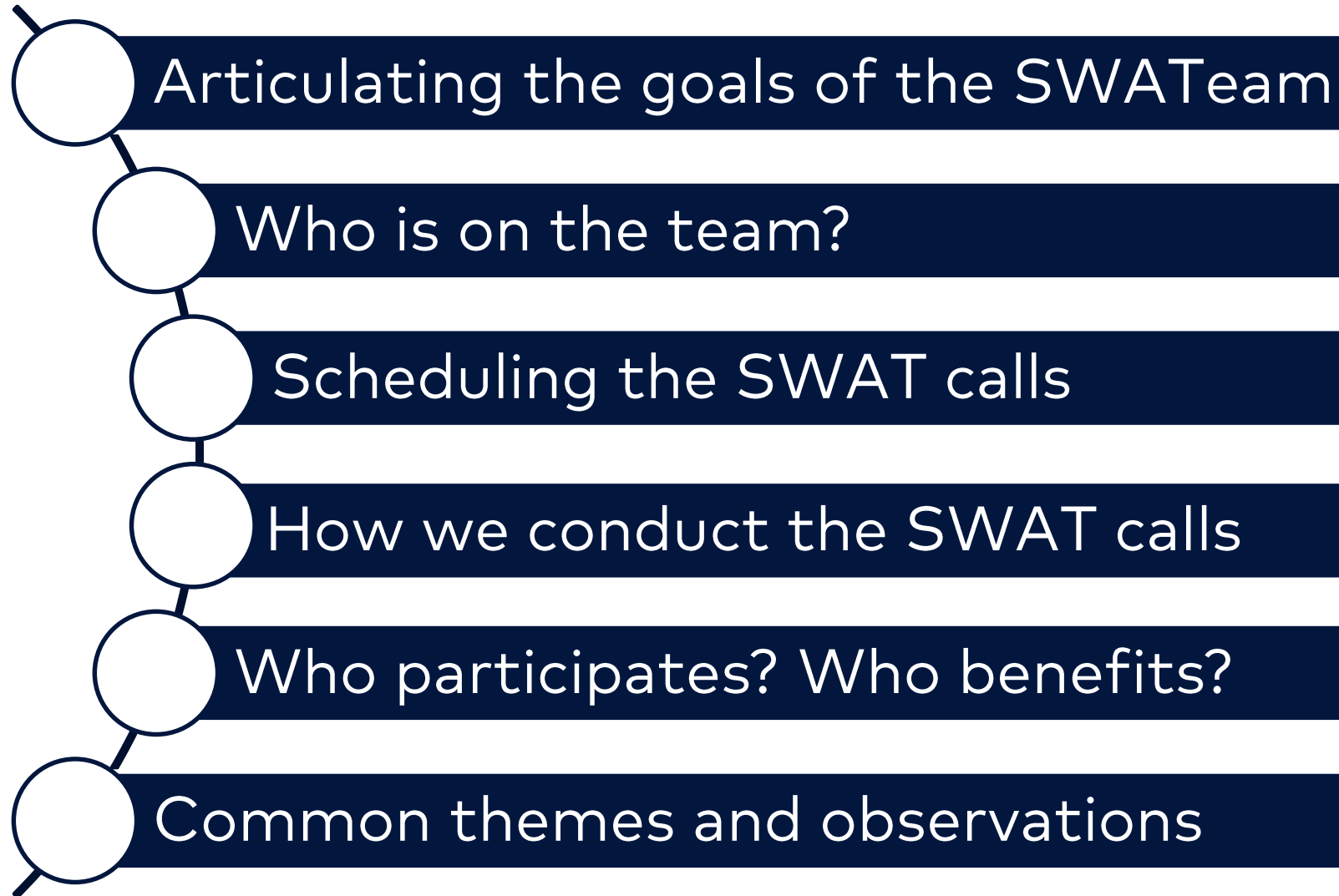
HCA GME



5100+ trainees
16 states
61 hospitals
325 programs

168 virtual site visits
August 5, 2020-today
...and counting

HCA GME – Site Visit Preparation



Articulating the Goals of the SWATeam

Purpose: In performing Internal Review of HCA GME programs, we:

- prepare them for upcoming ACGME site visits
- provide documentation review
- share successful practices/policies/approaches across the enterprise
- Participate in (or conduct if requested) Special Reviews

**Educating
and
Preparing**

Protocol: Collection and review of documentation, followed by Webex (Zoom) meetings with institutional/program leadership, residents/fellows and faculty

Reference materials:

- Institutional Requirements
- Program Requirements
- Specialty-specific FAQs and Milestones
- Most recent ACGME Letter of Notification and progress on Citations
- ACGME Surveys
- Last Annual Program Evaluation and progress on Action Plan Goals

CONFIDENTIAL – Contains proprietary information.
Not intended for external distribution.

SWATeam Members

– started as “volunteers” (for 1.5 years)

Membership:

Carrie Eckart, MBA (enterprise-wide AVP, GME Accreditation)

Division Vice President, GME and DIO

Assistant Vice Presidents, GME

enterprise-wide Director of Education

Division Research Director

ADMEs

Now we have a small employed Accreditation Team that works with new programs applying for accreditation and site visit preparation, among all other things ACGME!

- **Started working together May 13, 2020**
- **(19 pre-pandemic site visits in 2020)**
- **So far, 168 programs and institutions with virtual site visits**
- **29 in 2020, 86 in 2021, 53 so far in 2022 (scheduled through 6/16)**

Scheduling the sessions: when?

- Upon notification of a site visit, I prepare a calendar and email to the program/institution. Many site visit notifications are very close to 30 days' notice.

Weeks away from Site Visit	Activity for that week	Actual Dates for Today's Site Visit	Ocala Ortho
SVW - 4	Deadline for draft documentation to be uploaded	February 23	Oct 6
SVW - 3 Webex	Meet with program/institutional leadership (Meeting 1)	March 2	Oct 13
SVW - 2	ACGME documentation upload deadline	March 11	Oct 20
SVW - 1 * Use Zoom!	Schedule Resident or Fellow Session (Meeting 2) Schedule Faculty Session (Meeting 3)	March 15 March 14	Oct 29 Oct 26
T=0	Site Visit Week – date certain	March 25	Nov 3

* For Institutional Site Visits, this week will include sessions with GMEC (2), residents (3) and C-Suite (4) and Coordinators (5)

Hello!

In preparation for your **Wednesday November 3** Site Visit, I wanted to recap some important dates and documents! Please feel free to forward part or all of this email as appropriate.

The ACGME has established **Wednesday October 20** as the documentation upload deadline. In order to review this documentation with you and give you enough time to make the recommended edits before **Wednesday October 20**, we propose **Wednesday October 13 @ 5pm EDT for 1 hour** for the SWATeam meeting with you.

In order to give the SWATeam enough time to carefully review your documentation, we would recommend **Wednesday October 6** as the date that you upload your updated documents to webADS so that I can distribute to our SWATeam.

***We also ask that you review the dates/times available for our SWATeam to meet with your faculty for a prep session and your residents for a prep session **during the week of October 25, 2021**. Please see the calendar below to **SELECT ONE DATE/TIME** for each of these prep sessions!

Please confirm ASAP for **Wednesday October 13 @ 5pm EDT for 1 hour** and for TWO sessions **during the week of October 25, 2021**.***

CONFIDENTIAL – Contains proprietary information.
Not intended for external distribution.



Documentation to update includes:

- webADS (common program information) needs to be up to date for August/September 2021 (last updated August 2020)
- Specialty Specific Application (last updated May 2018) You will have to complete a new Orthopaedic Surgery Specialty Specific Application (September 2020), which I've attached. Some information will be able to be copied from your 2018 app, and then updated to present tense, compliant with requirements and accurate for your program in 2021.
- Block Diagram (ensure up to date for this academic year – last updated August 2020)
- And all attachments (see below – last uploaded 2017, 2018 or not at all)

The SWATeam needs time to do a thorough review of the first list of documents in order to have a productive meeting with you on **Wednesday October 13 @ 5pm EDT for 1 hour**. You will then have 7 days to incorporate suggested edits before the **Wednesday October 20** deadline.

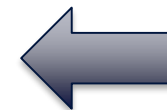
**New Application: Orthopaedic Surgery
Review Committee for Orthopaedic Surgery
ACGME**

The questions that follow provide programs with an opportunity to systematically describe the manner in which they comply with accreditation requirements. Responses should be **concise and focused**. During the site visit, residents, faculty members, and others will be asked for comment on the information provided. **As such, those who will be interviewed should read the application prior to their meeting with the Accreditation Field Representatives.**

OVERSIGHT

Participating Sites

1. Does the Sponsoring Institution also sponsor ACGME-accredited programs in the following? [PR I.B.1.a.)
 - a) General surgery YES NO
 - b) Internal medicine YES NO
 - c) Pediatrics YES NO



**I attach the current
blank SSA**

CONFIDENTIAL – Contains proprietary information.
Not intended for external distribution.



October 4	5	6 Deadline to upload accreditation documentation to webADS for SWATeam review on the 13 th	7	8
October 11	12	13 SWATeam review of documentation with program leadership, proposed 5-6pm	14	15
October 18	19	20 Your documentation upload deadline in webADS (midnight CST)	21	22
October 25 We will need to meet with your residents & faculty. Please select one time for each of these sessions EITHER 4-5pm	26 OR 12-1pm OR 2-3pm OR 4-5pm	27 OR 12-1pm	28 OR 1-2pm OR 3-4pm	29 OR 12-1pm OR 4-5pm
November 1	2	3 Your Orthopaedic Surgery site visit with Dr. Site Visitor	4	5

Agenda for SWAT calls

Leadership/Documentation Review Meeting (Meeting #1):

- Introductions
- PD/local reps brief us – where are we now?
- Review suggested edits to documentation by SWATeam members:
 - DVP/DIO: Mission/Aims/Diversity/Citations/Major Changes/Attachments
 - AVP: Sites/Faculty Credentials/Program Questions/PEC/CCC/ block diagram alignment
 - Research Director: Scholarly Activity (throughout)
 - ADME: Specialty-Specific Application

**MOST RECENTLY, 2 teams of 2 each = top to bottom review of entire PDF, like RRC!
ALL DOCUMENTATION EDITS PLUS SUGGESTED POLICY LANGUAGE SENT!**

Faculty/Resident Meetings (Meetings #2 and #3):

- SWATeam members relate their (remote) site visit experiences and pose typical SV questions. Review SV profile (and Exec Summary with faculty)
- **AFTERWARDS**, I provide a Faculty Executive Summary document: contains requirements PLUS program-specific information added by PD and PC.

Excerpt from faculty exec summary

Faculty Development

Faculty members must:

- be role models of professionalism;
- demonstrate commitment to the delivery of safe, quality, cost-effective, patient-centered care;
- demonstrate a strong interest in the education of residents;
- devote sufficient time to the educational program to fulfill their supervisory and teaching responsibilities;
- administer and maintain an educational environment
- conducive to educating residents;
- regularly participate in organized clinical discussions,
- rounds, journal clubs, and conferences; and,
- pursue faculty development designed to enhance their skills at least annually in:
 - Education (**F**eedback, **S**upervision, **T**eaching, **E**valuation and **M**entorship)
 - Quality Improvement
 - Well-Being
 - Patient Safety

Examples from your program:

-
- Healthstream Modules on Supervision, HCA Code of Conduct, Transitions of Care (Available Year Round)
 - All Faculty required to complete the HCA Code of Conduct initially and Code of Conduct Refresher Trainings annually
 - Assessing the Learner
 - CCC: Assessment 101
 - Effective Teaching at the Bedside
 - Importance of Alignment in the Design, Delivery and Assessment of Instruction
 - Millennials: A review of the Next Generation of Physicians
 - Principles of Effective Feedback
 - Self-Development Continuous Professional Development
 - SAFER- Burnout, Depression, Substance Abuse, Sleep Alertness & Fatigue Mitigation
 - Resident Supervision Fundamentals
- Annual GME Leadership Conference – next scheduled for August 2022
- LEARN @ ACGME (login to ACGME to access)

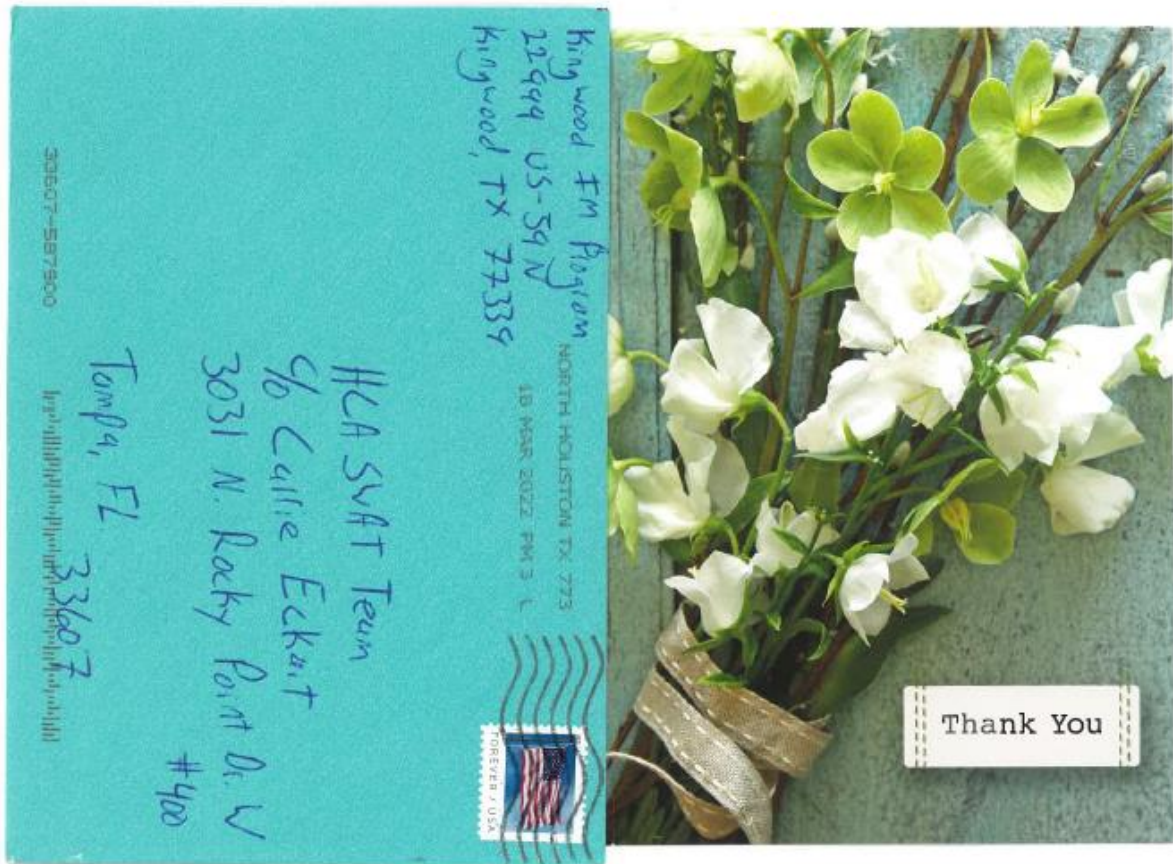
Common themes and observations

Positive

- Full, well-rounded review of citations, PLAs, block schedule, participating sites, faculty roster, institutional documentation, etc.
- Our team relates what a virtual site visit entails, including questions asked
- Ability to make them more aware of our HCA GME resources
- The more we scrutinize, advise and fix practices and documentation – the more citations we avoid and the better quality programs we have
- Division to division/program to program “best practices” shared and included – in addition to “what to expect” from the site visit

Lessons Learned

- Initial application language not updated – at all.
- Program attention to detail sometimes lacking or deemed unimportant
- Some programs are initially defensive
- Early reviews (absent impending site visits) had little impact
- ***ALWAYS review Versions 2, 3, etc.***



And we make a difference!

Carrie & team,
We appreciate your time
& hard work! Thank you! Thank you!
- Priscilla (KW MOM)

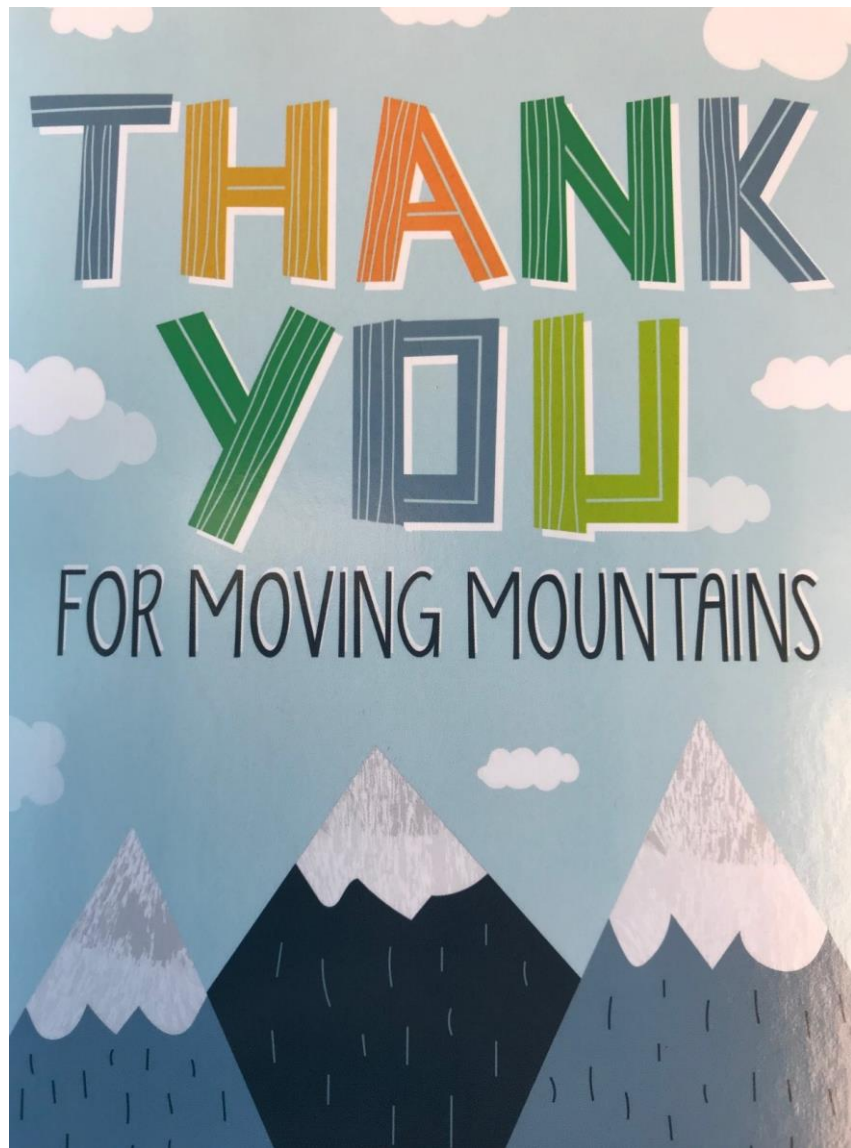
Carrie & team,
We appreciate everything you
have done to get us
site visit ready! We will make
you proud... 1 year

SWAT, thank You for
all that you do. It is
Greatly Appreciated!
Evi

Swat Team!
Thank you so much for all that you do
to help out our programs! Hope to make
you all proud of the work you put in!
- with much appreciation,
Keyasha M.

Thanks for your kindness
and thoughtfulness.
Hope you know
how very much
you're appreciated
and what a difference
you make.

Hello Carrie and
Team,
Thank you for your
input into our program
for a successful night
visit. We appreciate
it. Just Kary



**THANK YOU TO
ALL OF YOU!!!**

Thank you...
on to our panel questions!