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**Self-Study Summary**

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| After completing the Self-Study, provide responses to the eight questions below.  The deadline for uploading the Self-Study Summary into the Accreditation Data System is the last day of the month the Review Committee indicated for the program’s first site visit in the Next Accreditation System. (For example, if the Review Committee indicated **October 2018** as the date of the first site visit, the document would have to be uploaded by **October 31, 2018**.) |

***Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Program Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Self-Study Date (Month, Year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Note****The documents will be used to assess the program’s aims and environmental context, as well as the process used for the Self-Study and how this facilitates program improvement.*

*Do* ***NOT*** *provide information on areas for improvement identified during the Self-Study. The Summary of Achievements will request information on improvements realized in areas identified in the Self-Study.*

*Hint: Suggest answering questions in this order:*

* *1 -- program description*
* *7a – self-study elements*
* *7b (if applicable)- core program’s role*
* *6a – past significant changes & improvements*
* *4 -- opportunities*
* *5 -- threats*
* *6b -- vision and plans (mission)*
* *2 – program aims*
* *3 – activities/action plans to advance aims*
* *8 – lessons learned*

***Program Description and Aims***

Describe the program and its aims, using information gathered during the Self-Study.

**Question 1: Program Description**

Provide a brief description of the residency/fellowship program, as you would to an applicant or a prospective faculty member. Discuss any notable information about the program. (Maximum 250 words)

*Hint: Tell them what makes your program great and unique. What is your “brand”?*

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**Question 2: Program Aims**

Describe the program’s aims. (Maximum 150 words)

*Hints: Aims need to be measurable/trackable…*

*Aims/goals and missions are ways to achieve your program’s vision (your program’s “next level” -- Q6b). How do your aims listed in the box below relate to your vision in question 6b? Suggest you answer question 6B first. As an example:*

1. *Prepare all fellows to pass the ABS \_\_\_\_\_\_\_\_ Certification Examination on their first attempt*

*Go to the following page for additional assistance:* [*https://gme.med.ufl.edu/policy-procedures/program-directors-corner/ss10year/*](https://gme.med.ufl.edu/policy-procedures/program-directors-corner/ss10year/)

*Please be sure your program’s vision, mission and aims are on your website, as the site visitors during the 10-Year Site Visit will be looking for these.*

*Number your aims so can reference in Question 3.*

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**Question 3: Program activities to advance the aims**

Describe current activities that have been, or are being, initiated to promote or further these aims. (Maximum 250 words)

*Hint: These should be activities or action plans that relate to aims in Q1. Perfect way to indicate which aims go with which activities is to add a reference at the end of each statement.*

*Activity/action plan description goes here …..(Aims 1,3,4)*

*Activity/action plan description goes here …..(Aim 2)*

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***Environmental Context***

Summarize the information on the program’s environmental context that was gathered and discussed during the Self-Study.

**Question 4: Opportunities for the program**

*Hint: These should be the O from your SWOT.*

*Those under your control might be better used as aims; e.g. revise curriculum, change evaluation system logistics, create continuity clinic resident teams, etc..*

*Opportunities are typically things NOT under full control of the program -- things that exist in the environment that you can use to your advantage. E.g. sites available for curriculum where faculty already go, funding opportunities, access to local patient population not already accessed, etc.*

Describe important opportunities for the program. (Maximum 250 words)

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**Question 5: Threats facing the program**

*Hint: These should be the T from your SWOT.*

*Threats, things NOT typically under full control of program, are things that exist in the environment that may negatively impact your program. E.g. loss of a clinical site, loss of funding, competition from other programs, geographic location, etc.*

Describe any real or potential significant threats facing the program. (Maximum 250 words)

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***Significant Changes and Plans for the Future***

**Question 6a: Describe significant changes and improvements made in the program over the past five years.** (Maximum 250 words)

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**Question 6b: Project your vision and plans for the program for the coming five years.** **What will take this program to “the next level”?** (Maximum 350 words) *Note: In your response, discuss what the “next level” will look like, the envisioned steps and activities to achieve it, and the resources needed.*

*Hint: Program Vision and Mission statements should be on your program website and everyone in program should know what they are…..*

*Start this answer with your vision (describes the program you see or wish to see in approximately the next five years) and mission statements (one sentence that describes what actions/plans will achieve your Vision. The mission describes the purpose of the program or why it exists)*

*Vision:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Mission:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Remember that your program aims (Q2) should align with your program’s vision and mission statements.*

*See “UF Worksheet and Checklist for Vision, Mission, Aims, Action Plans” on the following web site for further assistance:* [*https://gme.med.ufl.edu/policy-procedures/program-directors-corner/ss10year/*](https://gme.med.ufl.edu/policy-procedures/program-directors-corner/ss10year/)

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***Self-Study Process***

**Question 7a: Describe elements of the Self-Study process for your program.**

Provide information on your program’s Self-Study, including who was involved, how data were collected and assessed, how conclusions were reached, and any other relevant information. (Maximum 300 words)

*Hints: Residents/Fellows need to be part of the Self-Study and need to be listed.*

*Be sure to list not just sources of data reviewed, but how some areas were chosen over others for improvement.*

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| Who was involved in the Self-Study (by role/title)? |  |
| How were areas for improvement prioritized? |  |

**Question 7b: Describe the core program’s role in the Self-Study(ies) of its dependent subspecialty program(s).** (Maximum 150 words)

*Note: If this is an individual core program without associated subspecialty programs or a dependent freestanding subspecialty program, skip to Question 8.*

*Hint: Examples at our institution at UF Gainesville -- Child Neurology, Plastic Surgery, etc. would answer “N/A”*

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**Question 8: Describe learning that occurred during the Self-Study.** This information will be used to identify potential best practices for dissemination. (Maximum 200 words)

*Hint: are there things you learned that other programs could learn from to solve similar problems? If so, think about describing them here.*

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