



American College of Surgeons
 Division of Education
 Program for Accreditation of Education Institutes
 Level II - Basic Education Institute Application (BEI)

Section 1: General Information about the Education Institute

Name of Education Institute applying for accreditation.

Please provide the name, as it should appear on the accreditation certificate for the Education Institute.

What year was the Education Institute established? _____

What type of institution are you affiliated with?

<input type="checkbox"/>	Medical School	<input type="checkbox"/>	Academic Teaching Center
<input type="checkbox"/>	Health Care Delivery System	<input type="checkbox"/>	Community Hospital
<input type="checkbox"/>	Commercial Skills Center	<input type="checkbox"/>	Professional Members Organization
<input type="checkbox"/>	Government or Military Center	<input type="checkbox"/>	Other - please describe in the Executive Summary

Director of the Education Institute

Name:			
Title:			
Address:			
Telephone:		Fax Number:	
Email address:			

Individual Responsible for the Administration/Coordination of the Education Institute

Name:			
Title:			
Address:			
Telephone:		Fax Number:	
Email address:			

Signature of Director

Date

Executive Summary

Provide a narrative summary of your Education Institute that includes:

- 1) A brief history of your Education Institute;
- 2) A general description of your Education Institute, including your Institute's goals, resources, learners, and education programs offered;
- 3) A description of the leadership of your Education Institute, both clinical and administrative; please include names, titles, length of service to the Institute, and role;
- 4) A description of the type of support both administratively and financially you receive from your institution;
- 5) A summary of your Education Institute's strengths, noted areas for improvement, and plans to address the areas of improvement;
- 6) A description of the Future Plans for your Education Institute;
- 7) A description of why your institution is seeking accreditation as an ACS Accredited Education Institute?
- 8) What additional value does your Institute see from obtaining the accreditation status as an ACS Education Institute?
- 9) A description of the changes made to your overall program since the last review (if applicable).
- 10) Who are the individuals that have been involved in supporting the accreditation program?
- 11) List the individuals, along with their respective titles, that you anticipate participating in the on-site survey process.

Please place your Executive Summary behind the tab labeled Executive Summary.

Section 2 – Demonstration of Substantial Compliance with the Standards and Criteria of the ACS Program for the Accreditation of Education Institutes

Standard I – Learner

Please provide a narrative description and evidence or documentation as to how your Institute is in compliance with each of the listed criterion for this Standard.

Please place your narrative description behind the tab labeled Standard I. In addition, place your evidence or documentation behind the narrative description using a colored sheet of paper labeled Attachment 1 to separate the two sections.

<i>Standard I – Learner</i>
Criterion 1.1 Provides education to at least one of the following learner groups: <ul style="list-style-type: none">• Surgeons• Residents• Medical Students

SAMPLE

Standard II – Curriculum

Please provide a narrative description and evidence or documentation as to how your Institute is in compliance with each of the listed criterion for this Standard.

Please place your narrative description behind the tab labeled Standard II. In addition, place your evidence or documentation behind the narrative description using a colored sheet of paper labeled Attachment 1 to separate the two sections.

Standard II – Curriculum	
Criterion 2.1	Uses a curriculum for on-going training/education that incorporates: <ul style="list-style-type: none">• Procedural Skills• Cognitive Skills
Criterion 2.2	Uses the appropriate education model for the design and delivery of the training/education which demonstrates the following components: <ul style="list-style-type: none">• Assessment of Needs• Development of Goals and Objectives• Selection of Instructional Methods• Creation of Instructional Materials• Delivery of Effective Education• Assessment of Learners• Assessment of Education Programs• Measurement of Program Effectiveness
Criterion 2.3	Education programs offered by the Education Institute are accredited by one of the following bodies: LCME, ACGME, ACCME; and for international Institutes, education programs should be accredited by organizations that have equivalence.
Criterion 2.4	Uses Faculty/Preceptors who are appropriately trained.

Standard III – Technological Support and Resources

Please provide a narrative description and evidence or documentation as to how your Institute is in compliance with each of the listed criterion for this Standard.

Please place your narrative description behind the tab labeled Standard III. In addition, place your evidence or documentation behind the narrative description using a colored sheet of paper labeled Attachment 1 to separate the two sections.

Standard III – Technological Support & Resources
<p>Criterion 3.1 Space requirements for the Education Institute are met as described:</p> <ul style="list-style-type: none">• Is housed within a defined geographic location with all the components within proximity to one another.• Has a minimum of 800-1000 square feet.• Has space to accommodate a minimum of 6-10 trainees for hands-on training.• Has identifiable space with access and signage for Education Institute.
<p>Criterion 3.2 Personnel requirements for the Education Institute are met as described: Criterion - 3.2.1 Education Institute Director requirements:</p> <ul style="list-style-type: none">• Must have a term of appointment not less than 3 years.• Must have protected time of 25%.• Must demonstrate dedication to teaching (by formal training or a teaching portfolio).• Must meet following responsibilities:<ul style="list-style-type: none">• Acquiring and maintenance of ACS accreditation.• Meeting accreditation requirements.• Materials contained within the application.• Corresponding between the Education Institute and ACS.• The Education Institute Director must be a member of the Education Institute's Steering Committee's Executive Committee.
<p>Criterion 3.2.2 Director of the Surgical Program requirements:</p> <ul style="list-style-type: none">• Must be a surgeon who is FACS or who has received an equivalent designation.• Must have protected time of at least 10%.• Utilizes faculty with appropriate expertise and experience for surgical courses.• Appoints and documents credentials for faculty of surgical courses.

Criterion 3.2.3

Coordinator Requirements:

- A minimum of 50% of the Coordinator's time is devoted to the Education Institute.
- The coordinator's duties shall include:
 - Acquisition of research data including, measurement of effectiveness, and outcomes as needed.
 - Conduct ongoing inventories of supplies, simulators, equipment, and to make recommendations to the Administrator or Director for the acquisition of new supplies.
 - Organize resources.
 - Produce a Policy and Procedures Manual and a 'Safety Manual'.
 - Set-up and take-down of skills stations as required.
- Has availability to appropriate technical support as defined by the Institute.

Criterion 3.3

Devices

Each Institute must possess the appropriate and necessary devices to effectively teach procedures in order to achieve the goals established in the Education Institute's curriculum. Not all devices listed are required to be a part of an Institution's inventory.

- Airway models
- Anesthesia simulators
- Anatomical human body forms
- Bench models
- Breast models
- Devices used to do open procedures
- Inguinal hernia models
- Hybrid mechanical & virtual trainers
- Lap Chole simulators
- GI endoscopy simulators
- Mirror trainers
- Operating microscopes
- Prostate models
- Pelvic models
- Simulators
- Standardized patients
- Ultrasound simulators
- Urology simulators
- Virtual Reality simulators
- Virtual Reality (VR) laparoscopic trainers with or without haptics
- Other VR trainers
- Vascular Anastomosis trainers
- Ventral hernia models
- Videotrainers

Criterion 3.4

Financial Resources

Each Education Institute must provide:

- An annual budget that demonstrates it has the necessary financial resources to support the Institute.
- A letter of commitment that matches the submitted budget from the Chair of the Department of Surgery, or appropriate person responsible for the administration of the Education Institute.
- A letter of commitment from all additional sources of funding.

Criterion 3.5

<p>Educational Resources</p> <p>Each Education Institute will demonstrate the use of resources to support the educational offerings as described:</p> <ul style="list-style-type: none"> • Uses appropriate resources to instruct, teach, or train participants in procedural skills, cognitive skills and advanced skills that are curriculum driven. • Provides evidence of resources/tools used to demonstrate that the Education Institute is evaluating learners, content curriculum, the overall program, and faculty; and what improvements have been made in each of the elements described.
<p>Criterion 3.6</p> <p>Provides the Education Institute’s Mission Statement.</p>
<p>Criterion 3.7</p> <p>Identifies activities offered at the Education Institute.</p>
<p>Criterion 3.8</p> <p>Provides an organizational chart of the governance structure of the Education Institute.</p>
<p>Criterion 3.9</p> <p>Establishes a Steering Committee or Advisory Board to assist the Institute’s administrative staff to make decisions about the faculty, facility, educational offerings and device acquisition.</p>
<p>Criterion 3.10</p> <p>Reports substantial changes to the actual physical structure (including space), administrative structure or financial status of the Education Institute to ACS in a timely fashion.</p>

Section 3 – Summary of Data for the Surgical Education Institute for the last two years.

Please indicate the year format that your Institute uses, i.e., calendar, academic, fiscal, etc.

Table 1 - Data Summary of the Types of Activities Offered at Your Surgical Education Institute

Please provide the following information about the types of activities held at your Surgical Education Institute.							
Learner Types	Number of Activities	Hours of Instruction	Basic Skills	Procedures	Innovative Technology	Other Types of Activities	Totals
Surgeons							
Residents							
Medical Students							
Others							
Totals							

Table 2 - Data Summary of the Types of Simulation Tools Used at Your Surgical Education Institute

Please provide the following information about the types simulators your Surgical Education Institute uses.						
Learner Types	Virtual Reality	Simulators	Low Fidelity	High Fidelity	Others	Totals
Surgeons						
Residents						
Medical Students						
Others						
Totals						

