



American College of Surgeons
Division of Education

Program for Accreditation of Education Institutes
Level I - Comprehensive Education Institute Application (CEI)

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 is your Education Institute affiliated with? (Check those that are applicable)

<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 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>	
<p>Criterion 1.1 Provides education to at least three different specialties/multi-disciplinary groups in addition to Surgeons: For example:</p> <ul style="list-style-type: none"> • Physicians • Residents • Medical Students • Allied Health Professionals • Nurses • Others 	
<p>Criterion 1.2 Education Institutes must demonstrate the effectiveness of the curriculum based on the following types of mandatory activities:</p> <ul style="list-style-type: none"> • Curriculum Development • Curriculum Validation • Expansion of Practice • Interdisciplinary Training • Introduction of New Skills • Long term Follow-up of the Learner • Maintenance of Skills • Training Multiple Specialties • Research 	
<p>Criterion 1.3 Education Institutes that provide the following types of optional activities must demonstrate the effectiveness of the curriculum:</p> <ul style="list-style-type: none"> • Collaboration with other Institutes • Remediation of Practice • Interdisciplinary Team Training 	

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">• Has no less than 1200 dedicated square feet (contiguous with a face to the public).• Has no less than 4000 square feet of additional space that shall include conference rooms, equipment storage, lounge, restrooms, lockers, phone services, kitchenette, and an animate lab as needed.• Has space to accommodate a minimum of 20 trainees at a time for hands-on training.• Has capability to accommodate teleconferencing and teleproctoring as needed.• Has space to accommodate skills simulators.• Connection to Internet.• Space to accommodate administrative support staff.
<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

Administrator Requirements:

- A minimum of 50% of the Administrator's time is devoted to managing the Education Institute.
- The administrator's duties shall include:
 - General accounting and budgetary functions.
 - Creation of an annual report and utilization data for the Education Institute.
 - Serving as a liaison to Industry.
 - Preparation and documentation of CME activities for courses and participants.
 - Ordering supplies.
 - Scheduling the use of the Education Institute.

Criterion 3.2.4

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.

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

<p>Criterion 3.4 Financial Resources Each Education Institute must provide:</p> <ul style="list-style-type: none"> • 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. • Please complete Table 4, located on page 10 of the application.
<p>Criterion 3.5 Educational Resources Each Education Institute will demonstrates 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. • Uses simulation when appropriate. • Uses multimedia and web-based resources to support cognitive components of the skills training (i.e., videos, internet, CD-Roms), and these resources are accessible to the learners. • 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 Provides the Education Institute’s Mission Statement.</p>
<p>Criterion 3.7 Identifies activities offered at the Education Institute.</p>
<p>Criterion 3.8 Provides an organizational chart of the governance structure of the Education Institute.</p>
<p>Criterion 3.9 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 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.						
	Number of Activities	Hours of Instruction	Basic Skills	Procedures	Innovative Technology	Other Types of Activities
Learner Types						
Physicians						
Residents						
Allied Health Professionals						
Medical Students						
Others						
Totals						

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

Please check the appropriate boxes regarding the type of simulators your Surgical Education Institute uses.					
	Virtual Reality	Simulators	Low Fidelity	High Fidelity	Others
Learner Types					
Physicians					
Residents					
Allied Health Professionals					
Medical Students					
Others					

Table 4 – Data Summary of Summary of Data for the Surgical Education Institute

Please provide the information requested in regards to the Surgical Education Institute’s Budget Income & Expense Statement
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Significant Sources of Income

	Year I Total	Year II (Projected)	Year III (Projected)
University or Institution			
Department or Division			
Tuition & Registration Fees			
Private Donors			
Industry			
Other Source (specify)			

Significant Sources of Expenses

	Year I Total	Year II (Projected)	Year III (Projected)
Staff Salaries & Wages			
Space & Facilities			
Operating Costs			
Other Expense (specify)			