

American College of Surgeons Program for Accreditation of Education Institutes
Level II – Basic Education Institutes (BEI)
Standards and Criteria

Requirements:

Standard I - Learners
Standard II – Curriculum
Standard III - Technical Support and Resources

Criteria:

In order to be in compliance with the three Standards, the Education Institute will provide documentation as to how it meets each Standard and its corresponding Criterion.

Standard I – Learners

Criterion 1.1

Provides education to at least one of the following learners groups:

- Surgeons
- Residents
- Medical Students

Standard II – Curriculum

Criterion 2.1

Uses a curriculum for on-going training/education that incorporates:

- 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:

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| • Assessment of Needs | • Delivery of Effective Education |
| • Development of Goals and Objectives | • Assessment of Learners |
| • Selection of Instructional Methods | • Assessment of Education Programs |
| • Creation of Instructional Materials | • 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 & Resources

Criterion 3.1

Space requirements for the Education Institute are met as described:

- Is housed within a defined geographic location with all the components within proximity to one another.
- Has no less than 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.

Criterion 3.2

Personnel requirements for the Education Institute are met as described:

Criterion - 3.2.1

Education Institute Director requirements:

- 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:
 - 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.

Criterion 3.2.2

Director of the Surgical Program requirements:

- 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 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 the 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 |

<ul style="list-style-type: none"> • Devices used to do open procedures • Inguinal hernia models • Hybrid mechanical & virtual trainers 	<ul style="list-style-type: none"> • Urology simulators • Virtual Reality simulators • Virtual Reality (VR) laparoscopic trainers with or without haptics
<ul style="list-style-type: none"> • Lap Chole simulators • GI endoscopy simulators • Mirror trainers • Operating microscopes 	<ul style="list-style-type: none"> • Other VR trainers • Vascular Anastomosis trainers • Ventral hernia models • 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. 	
<p>Criterion 3.5 Educational Resources – Demonstrates the use of resources to support the educational offerings of the Education Institute as described:</p> <ul style="list-style-type: none"> • Uses appropriate resources to instruct, teach, or train participants in procedural skills and cognitive skills as defined by the curriculum. • 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 Education Institute’s administrative structure.</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>	