



Glossary of Terms: Some of the terminology for the AEI Program requires a definition or description to understand it within the context of the AEI Program

Accreditation: The status given to an organization that has met the requirements for an Education Institute as outlined by the American College of Surgeons. The standard duration of accreditation is three years.

Accreditation Decisions: The types of decisions made by the American College of Surgeons to accredited institutes. There are four potential outcomes from the Accreditation Review Committee's review of an application:

- **Accredited:** All Criteria are found to be in Compliance
- **Accredited with a progress report:** Most criteria are in compliance; the committee has voted to accredit the institute and requires a progress report to bring into compliance any criteria found to be in partial compliance or noncompliance.
- **Not Accredited:** The committee has voted to not accredit the institute and the institute's application is closed.
- **Deferred Decision:** The committee has voted that it requires further information or clarification from the institute in order to make an accreditation decision. The institute is asked to provide the information needed within 6 or 12 months, and the application is brought before the committee at that time for review and vote.
- **Probation:** The accreditation decision made by the Accreditation Review Committee that an Accredited Education Institute has not met all the Standards and Criteria as described the ACS-AEI Program. The ACS-AEI must correct the noted areas of deficiencies in order to maintain its accreditation status. Also probation can be given when an Accredited Education Institute has not met the program's requirements such as not submitting an annual report or annual fees, paying accreditation fees or submitting its reaccreditation application, not submitting its progress report or other requested documentation in a timely manner as outlined in the instructions provided to the AEI.

Accreditation Review Committee (ARC): A standing committee of the American College of Surgeons, the Accreditation Review Committee collects, reviews, and analyzes data from multiple sources about compliance with ACS Program for Accreditation of Education Institutes' Standards and Criteria. An individual committee member reviews all the information collected by the site surveyor, summarizes it and presents his/her recommendations to the entire ARC. After appropriate deliberation the ARC makes the final accreditation decision for an institute.

Accreditation Survey (also referred to as a Site Visit): A process to collect data by the surveyors that includes a review of the institution, its documentation, and its center. The survey is done on-site at the Institute by specifically trained surveyors whose purpose is to gather data and information, and to confirm what has been described in the application.

Adopted Curricula: “Off the shelf” curricula that have been developed and assessed by an another institution using the processes of curriculum development as outlined in Criterion 2.1. Examples would include FLS or the ACS/APDS Surgical Skills Curriculum for Residents.

Advisory Board: Is the group of individuals who assist the Institute’s administrative staff to make decisions about faculty, facility, educational offerings and device acquisition. It is also referred to as Steering Committee in some accredited Education Institutes.

Affective Skills: Courses in the affective domain support development and awareness of effective interpersonal and communication strategies, as well as appropriate attitudes and emotions that are associated with patient care.

Annual Report: Is an electronic tool that is sent out by staff at a specific date during the year. It is a requirement of all Accredited Education Institutes (AEIs) to complete it on an annual basis, except in the year the AEI is due for its reaccreditation decision. The purpose of the annual report is for each program to provide data and information that then can be collated and published on the AEI’s website. The data can be used for the purposes of benchmarking.

Assessment: is a process by which information is obtained relative to some known objective or goal. An assessment yields information relative to an objective or goal and whether or not it has been met.

Basic Skills: Fundamental areas of knowledge and technical skill that is basic to accomplish a procedure, an interaction, or a medical encounter. It may not require the use of any simulators, bench models, etc.

Budget: The total income and expenses necessary to run the Education Institute. For example, the income and the expense column totals should be equal. The budget is for a defined period of time (usually one year). The budget should include direct expenditures such as salaries, purchases, equipment, etc. It should also define the types of income received to help run the Institute.

Cognitive Skills: Those skills that promote the acquisition of knowledge. The manifestation of learning in a non-hands on way about a procedure. For example, reading or hearing about the steps that have to be done in order to complete a certain procedure, before physically completing the steps OR: Courses in the cognitive domain support skill development that revolves around knowledge, comprehension, and critical thinking in patient care.

Compliance: The Institute meets the standard of practice as described for the specific criterion.

Commercial Entity: A *commercial interest* is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. *Cited from the ACCME website*

Commitment to Surgical Education: An individual involved in teaching, educational research, program development or leadership in surgical education which can be documented; includes but not limited to curriculum and program development, education rewards, educational grants, advanced degree in education, publications and national service in surgical education.

Comprehensive Education Institute (CEI): Is an organization that offers the complete range of educational programs to address complex knowledge and technical skill using state-of-the-art simulations, simulators, and cutting-edge technologies. These centers would also support activities involving preceptoring, mentoring, faculty development, and research and development. (Minimum criteria for consideration as a CEI are outlined in the application packet)

Contiguous Space: the 1200 square feet of space in the AEI that shares an edge or boundary; that is neighboring or adjacent.

Course: Is a formal educational offering by the Education Institute that utilizes a curriculum development model for the development of the content.

Curriculum: A course of study that incorporates the steps of an instructional design model (from gap analysis through performance assessment) offered by the Education Institute.

Device(s): A simulator, training aid, or other piece of equipment used as part of a curriculum.

Education Committee: Is a committee within the Advisory Board or Steering Committee whose responsibility is to review and make final decisions on all course proposals that are submitted for consideration to be taught at an accredited Education Institute. This committee is not a requirement of the ACS-AEI Program.

Education Institute Director: The person who is administratively responsible for the entire enterprise of the Education Institute.

Education Institute Surgical Director: The person who is a practicing surgeon, and is responsible for the surgical program of the Education Institute.

Equivalent Designation (to FACS): For non-U.S. surgeons, equivalent designation would be membership in an organization with standards for membership equivalent to those for Fellows of the ACS. Final determination of whether a designation is equivalent is based upon Accreditation Review Committee discretion.

Evaluation: refers to the comparison of data to a standard for the purpose of judging worth or quality. Evaluation is designed to provide information that will help make a judgment about a given situation.

Evidence: A person, place or documentation, which the Education Institute is able to show the surveyor to demonstrate it is meeting the criterion as described.

Fidelity: The degree to which a model or simulation reproduces the state and behavior of a real world object or the perception of a real world object, feature, condition, or chosen standard in a measurable or perceivable manner; a measure of the realism of a model or simulation; faithfulness. Fidelity should generally be described with respect to the measures, standards or perceptions used in assessing or stating it. See accuracy, sensitivity, precision, resolution, repeatability, model/simulation validation. 2. The methods, metrics, and descriptions of models

or simulations used to compare those models or simulations to their real world referents or to other simulations in such terms as accuracy, scope, resolution, level of detail, level of abstraction and repeatability. Fidelity can characterize the representations of a model, a simulation, the data used by a simulation (e.g., input, characteristic or parametric), or an exercise. Each of these fidelity types has different implications for the applications that employ these representations.

Cited - Simulation Fidelity – Getting in Touch with Reality Geoff Northam, Computer Sciences Corporation, 460 Pacific Highway, ST LEONARDS, NSW 2065 Reference in the article The result of Fidelity ISG discussions and comments from March 1998 to December 1998. As published in Fidelity Implementation Study Group (ISG) Glossary Version 3.0, December 1998.

Focused Education Institute (FEI): Is an organization that offers education to address fundamental areas of knowledge and skills. (Minimum criteria for consideration as a FEI are outlined in the application packet)

Governance Structure: How the education institute functions within its larger Institution, and how it interacts with other relevant entities within the Institution. If the institute has multiple component parts, the governance structure demonstrates how the component parts are related and governed as a single entity.

High Fidelity: Devices that are able to replicate to the highest degree the actual body part or tissue of a human being. For example computerized (high fidelity human patient simulators) mannequins that replicate human physiology.

Innovative Technology: A device or method used in the teaching of surgical skills that is considered brand new, or newly discovered, or implemented in a way not previously used to teach a skill.

Institute: The educational entity or center that is applying for accreditation by the ACS Program for Accreditation of Education Institutes.

Institution: An organization having the primary purpose of providing educational programs and/or health care services (i.e. a university, a medical school, a hospital, a school of public health).

Learner: The person, regardless of level of education or position that participates in an educational offering at the Education Institute.

Letter of Commitment: A written description from the department or institution's most senior official(s), stating its support of financial (specifying the dollar amount of support) and human resources (specifying FTE protected time) for the application of the Education Institute.

Long-term Follow Up: systemized effort by an AEI to track and evaluate/assess if the training provided is still in fact used and used correctly after the learner leaves the AEI. The tracking of the performance would be done outside of the training environment within specified time frames.

Low Fidelity: Those devices or objects used in training that differ from the actual physical specimen or organ with respect to its visual appearance, and/or its level of detail when interacting with it. Examples include knot tying boards, pigs feet, box trainers, etc.

Noncompliance: The institute is not meeting the requirement of practice as described for the specific criterion.

Number of Activities: The total number of educational offerings the Institute provides. This number would also include courses that repeat.

Original Curricula: “In-house” curricula developed for use at the applicant institute by that institute’s or parent institution’s faculty and staff, using the processes of curriculum development as outlined in Criterion 2.1.

Outcomes: The final data gathered by the Education Institute that describe the results (outcomes) achieved by the learners after participating in an educational activity.

Parent Organization/Institution: The broader organization or institution within which the institute is housed. Examples would include the academic institution, hospital or healthcare system of which the institute is a part.

Partial Compliance: The Institute is only sometimes or not fully meeting the standard of practice as described for the specific criterion. Criteria in partial compliance are asked to be addressed in a progress report, with the expectation that they will be brought into full compliance by the time the progress report is submitted.

Peer Review: process by which something proposed (as for research or publication) is evaluated by a group of experts in the appropriate field (Cited from Merriam-Webster Dictionary)

Physical Structure: The place or places within the institution that house(s) the Education Institute

Policy and Procedures Manual: The written policies and procedures the Institute has in place to operationalize the Education Institute.

Program assessment/evaluation (Criterion 2.1): the evaluation of the effectiveness of education and training, as outlined by the 5 bullet points in criterion 2.3.

Psychomotor Skills: Courses in the psychomotor domain support technical skill development of procedures that include manual dexterity, perception, and utilization of instrumentation.

Research: The collection of information about or detailed study of a subject.

Resources: The financial, technical, human, and physical resources available to an Education Institute to deliver its educational activities.

Safety Manual: The written policies and procedures the Institute has in place to conduct its affairs in a safe environment for the learner, faculty and staff.

Scholarly activities: Activities that advance academic inquiry or dissemination of research on a subject.

Simulation: Attempting to predict aspects of the behavior of some system by creating an approximate model of it.

Simulator(s): A device (instrument and/or vehicle) used by an Education Institute to model a behavior or a task on which the learner needs to perform.

Steering Committee: The group of individuals within the structure of the Education Institute that influences all areas of work within the Institute, such as, review assessment data and assist the Institute's administrative staff in making decisions about the learners, curricula, and resources including space, faculty/staff, technologies and devices.

Sufficient Access (Criterion 3.1): The learners' ability to access the education institute as necessary to meet their education and training needs.

Surgeon: Any general surgeon or surgical specialist.

Surgery: Both general surgery and all surgical specialties.

Surgical Activities: Education or training activities whose primary learner audience is surgeons or surgical residents.

Team Training: Team training courses support the development of effective skills, decision making and/or team strategies in various healthcare environments to optimize care. A team may be comprised of health care providers with the same and/or different areas of knowledge/practice/specialty.

Technology Infrastructure (Criterion 3.1): The technological systems (not devices) required to meet the learners' educational and training needs. For example: IT systems, hardware and software; databases and learning management systems; telephone, video and internet capabilities.

Validate: To establish the soundness of, substantiate, confirm or corroborate.

Virtual Reality: A computer simulation of a real or imaginary system that enables a user to perform operations on the simulated system and shows the effects in real time.