AMERICAN COLLEGE OF SURGEONS • DIVISION OF EDUCATION

ACCREDITED EDUCATION INSTITUTES®

ENHANCING PATIENT SAFETY THROUGH SIMULATION

Initial Accreditation Application for Focused Education Institutes

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:
_____

Previously known as (if applicable): _____

What year was the Education Institute established? _____

What type of institution is your Education Institute affiliated with? (Check those that are applicable)

	Medical School		Academic Teaching Center
	Health Care Delivery System		Community Hospital
	Commercial Skills Center		Professional Members Organization
	Government or Military Center		Other - please describe in the Executive Summary

Optional Data: Number of Beds _ _ _ _ _ Annual Caseload/Volume _ _ _ _ _

Institute's Mission Statement: _____

Institute Contact Information

Name:	
Address:	
Main Telephone:	Fax Number:
Main Email Address:	
Website:	
Federal Employer Identification Number (FEIN):	
National Provider Identifier Number (NPI):	

SAMPLE

Contact Information for Personnel

CEO, Dean or Equivalent

Name:	
Title:	
Address:	
Telephone:	
Email address:	

Education Institute Director (corresponding with Criterion 3.2.1)

Name:	
Title:	
Address:	
Telephone:	
Email address:	
Percent FTE Protected Time for this role	
Length of Service in this role	

Education Institute Surgical Director (corresponding with Criterion 3.2.2)

Name:	
Title:	
Address:	
Telephone:	
Email address:	
Percent FTE Protected Time for this role	
Length of Service in this role:	

SAMPLE

Individuals Responsible for the Administration/Coordination of the Education Institute (corresponding with Criterion 3.2.3)

Name:	
Title:	
Address:	
Telephone:	
Email address:	
Percent FTE Protected Time for this role	
Length of Service in this role:	

Name:	
Title:	
Address:	
Telephone:	
Email address:	
Percent FTE Protected Time for this role	
Length of Service in this role:	

Name:	
Title:	
Address:	
Telephone:	
Email address:	
Percent FTE Protected Time for this role	
Length of Service in this role:	

SAMPLE

Executive Summary

*APPLICATION QUESTION: Provide a narrative summary (no more than 5 single-spaced pages) 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 activities offered;

3) A description of how your institute is operated and managed;

4) A description of the type of support you receive, both administratively and financially, from your institution including a description of the key principals who support your institute;

5) A summary of your Education Institute's strengths, noted areas for improvement, and plans to address the areas of improvement;

6) A brief description of the future plans for your Education Institute.

SAMPLE

Standard I – Learner and Scope of Educational Programs

Criterion 1.1: Learners
Focused Education Institutes must provide education and training to **one or more groups of learners**.

*APPLICATION QUESTION: Please indicate the Learner Groups at your institute by checking Yes/No for each category below:

Learner Groups Served by the AEI		**Percentage of Use for Each Learner Group Over the Last 12 Months**
Surgeons in practice (required)	__Yes __No	___
Physicians from other disciplines	__Yes __No	___
Residents from any discipline	__Yes __No	___
Medical Students	__Yes __No	___
Allied Health Professionals	__Yes __No	___
Nurses	__Yes __No	___
Others (Please list):	__Yes __No	___

*DOCUMENTATION: Please complete the List of Activities table. See the User's Guide for details on completing the list. Using the data reported in your List of Activities table, calculate the percentage of learners by type and record in the table above.

Criterion 1.2: Scope of Educational Programs
Focused Education Institutes will provide education and training based on their learners' needs that address the core competencies within each of the following domains.

*APPLICATION QUESTION: Please provide a brief narrative highlighting at least 1 activity that demonstrates how your institute teaches in each of the following domains.

Cognitive: to support skill development that revolves around knowledge, comprehension, and critical thinking.
*Narrative: ___

Psychomotor: to support technical skill development relating to procedures, focusing on manual dexterity, judgment, and use of instruments.
*Narrative: ___

Affective: to support development and application of effective interpersonal and communication strategies and professionalism, as well as appropriate attitudes that are associated with patient care.
*Narrative: ___

*DOCUMENTATION: The List of Activities table will provide a complete list of the activities' domains.

SAMPLE

Criterion 1.3: Accreditation
The Education Institute or the parent institution must be accredited by one of the following bodies: LCME, ACGME, ACCME; Royal College of Physicians and Surgeons of Canada, as appropriate to learner type. For international Institutes, education and training programs should be accredited by an organization that is comparable to the accreditation bodies listed above.

*APPLICATION QUESTION: Please indicate the accrediting bodies that accredit your parent institution or programs at your institute:

___ LCME
___ ACGME
___ ACCME
___ Royal College of Physicians and Surgeons of Canada
___ Equivalent Organization: _____

Standard II – Curriculum Development, Delivery of Effective Education, and Assessment

Criterion 2.1: Curriculum Development
Curricula used by *Focused Education Institutes*, whether adopted or original, must have been developed using all of the following steps:

- Performance of needs assessment/gap analysis
- Development of goals and objectives
- Use of effective education and training methods
- Selection or creation of relevant education and training materials
- Performance of program and learner assessment

*APPLICATION QUESTION: Please provide a narrative description of the process for selecting curricula at your AEI, including information on how each of the processes of curriculum development above have been addressed: _____

*DOCUMENTATION: If a template is used at your institute for curriculum development, please provide the template as documentation, and provide two completed templates/applications, at least one being from a surgical activity. If no template is used, please include relevant pages from two curricula (at least one being from a surgical activity) that demonstrate incorporation of the above processes of curriculum development.

Criterion 2.2 Resources for Delivery of Effective Education
Focused Education Institutes must utilize appropriate faculty, devices, simulations and simulators, technologies and techniques to effectively achieve the curricular goals.

2.2.1
Course directors and faculty must have subject matter expertise and be effective educators. Education Institutes must ensure that faculty have access to the necessary training to implement the education and training programs and use the appropriate technologies.

*APPLICATION QUESTION: Please provide a brief narrative describing how faculty are selected, how they are initially trained to teach using simulation, and what kind of ongoing training, if any, is provided or offered to faculty: _____

*DOCUMENTATION: Please provide documentation, such as information from a faculty development course/program or 'training the trainer' instruction (course date, objectives, methods, and participants) that demonstrate faculty have the necessary training.

2.2.2
Education Institutes must use training devices, simulation systems, advanced technologies and other teaching techniques that are appropriate for the curricula.

*APPLICATION QUESTION: Please provide a brief narrative describing the process for selecting technologies and techniques for curricula and for assessing their appropriateness. You may reference processes and documentation from Criterion 2.1 and Criterion 2.3 as needed to demonstrate compliance: _____

Criterion 2.3: Assessment of Effectiveness of Education

Focused Education Institutes must evaluate the effectiveness of the education and training through assessment of learning and performance, assessment of faculty, and demonstration of continuous improvement in the education and training programs based on these assessment data.

*APPLICATION QUESTION: Please provide a brief narrative describing your processes for each of the following:
Assessment of learning:_____
Assessment of performance: _____
Assessment of faculty:_____
Continuous improvement in the education and training programs:_____

*DOCUMENTATION: Please provide at least 2 pieces of documentation for each of the above processes, at least one of each being from a surgical activity. Please indicate which assessments were performed for each activity in the List of Activities table.

Standard III – Administration, Management, and Governance

Criterion 3.1: Space Requirements
Space requirements for *Focused Education Institutes* are met as described.
*APPLICATION QUESTION: Please confirm that your institute meets the below space requirements by checking the appropriate items:

___ Have no less than 800 dedicated square feet, under the direct control of the Institute
___ Have space to accommodate a minimum of 6 learners at a time for hands-on training
___ Provide learners access to the Education Institute sufficient to meet the education and training goals and objectives

*APPLICATION QUESTION: Please provide a brief narrative describing the space(s) that comprise(s) the Institute and how it meets each of the bullet points above. If your institute is comprised of multiple sites/spaces, please describe their relation to each other, what individual or entity each space reports to, and what access learners have to each space: _____

*DOCUMENTATION: Please complete the "Resource List" table. Please provide all relevant floor plans that show the space, and a CD with photos showing the institute's space.

Criterion 3.2: Personnel Requirements
Personnel requirements for *Focused Education Institutes* are met as described.
*APPLICATION QUESTION: Please complete the "Contact Information for Personnel" section on pages 2-3 of the application to identify key staff, and check boxes below to confirm fulfillment of requirements.

*DOCUMENTATION: Please provide a letter from each Director's, Surgical Director's and Administrative and Support staff's superior stating that they meet the requirements for their position as noted below. If a single person serves more than one role, they must have the total combined protected time for the multiple positions.

Criterion 3.2.1: Education Institute Director
*APPLICATION QUESTION: The Education Institute Director must (Please check the appropriate items to confirm):
___ Have a term of appointment not less than 3 years
___ Have protected time of 15% dedicated to their role as Education Institute Director
___ Have educational qualifications (demonstrated by formal training or teaching portfolio)
___ Be a member of the Education Institute's Steering Committee's or Advisory Board's Executive Committee (see Criterion 3.6)

Criterion 3.2.2: Education Institute Surgical Director
*APPLICATION QUESTION: Education Institute Surgical Director requirements (Please check the appropriate items to confirm):
___ Have responsibility for the institute's surgical education and training programs
___ Be a surgeon who is FACS or who has received an equivalent designation (see Glossary for definition of "Equivalent Designation")
___ Demonstrate a commitment to surgical education
___ Have protected time of at least 10% dedicated to their role as Surgical Director of the AEI
___ Be a member of the Education Institute's Steering Committee or Advisory Board
___ Be responsible for reporting to the Steering Committee or Advisory Board assessment data related to the surgical education and training programs of the AEI

Criterion 3.2.3: Administrative Support Staff
Focused Education Institutes will have administrative and support staff totaling at least 1.0 FTE, who perform or assure performance of the duties below. One staff member must be at least 0.5 FTE.

*APPLICATION QUESTION: Please check the appropriate items to confirm:

___ General accounting and budgetary functions
___ Creation of an annual report and utilization data for the Education Institute
___ Preparation and documentation of CME activities for courses and participants
___ Ordering supplies
___ Scheduling the use of the Education Institute
___ Acquisition of the assessment data related to Criterion 2.3
___ Conduct ongoing inventories of supplies, simulators, equipment, and make recommendations for the acquisition of new supplies
___ Organize resources
___ Ensure the safe operation of the AEI through appropriate use of safety and policies & procedures manuals
___ Set-up and take-down of skills stations as required

Criterion 3.3: Device Inventory
Focused Education Institutes must list the necessary devices and have the support to use them effectively to meet their learners' and curricular needs.

*APPLICATION QUESTION: Please complete the Resource List table.

Criterion 3.4: Financial Resources
Focused Education Institutes must provide:

- An annual budget and a two year budget projection to confirm that the financial resources necessary to support the Institute are available
- A letter or letters of commitment and affirmation of the budget from the most senior official(s) responsible for support of the Education Institute's budget

*APPLICATION QUESTION: Please complete the Budget table and provide letters of commitment as documentation.

Criterion 3.5: Mission Statement
Focused Education Institutes must have a clear statement of the Education Institute's mission that forms the basis for the institute's goals and programs.

*APPLICATION QUESTION: Please be sure you have provided your institute's mission statement in the General Information section of the application. Please provide a brief narrative describing how the mission forms the basis for your institute's goals and programs: _____

Criterion 3.6: Steering Committee or Advisory Board
Focused Education Institutes must establish a Steering Committee or Advisory Board to assist the Institute's staff in making decisions about the learners, curricula, and resources including space, funding, faculty/staff, technologies and devices; and to evaluate the Institute's effectiveness in meeting its mission, including review of assessment data.

*APPLICATION QUESTION: Please provide a brief narrative description of the Steering Committee or Advisory Board and how it functions, its role within the AEI, a list of members, and how often it meets: _____

*DOCUMENTATION: Please provide minutes demonstrating that the Steering Committee or Advisory Board performs the functions listed above.

Criterion 3.7: Organizational Structure
Focused Education Institutes must provide an organizational chart that clearly illustrates the governance structure of the Education Institute, including how the steering committee or advisory board fits into the overall governance structure.

*APPLICATION QUESTION: Please provide a brief narrative to describe how this organizational structure functions to support your institute's mission: _____

*DOCUMENTATION: Please provide an organizational chart that demonstrates relationships between key components/players such as steering committee/advisory board, institute director, institutional (parent/umbrella institution) oversight, stakeholders and component sites/locations that comprise the institute.

.

Standard IV – Advancement of the Field

Focused Education Institutes will contribute to the advancement of the field as outlined in the Aims and Goals of the ACS Program for Accreditation of Education Institutes.

Criteria for Standard IV for Focused Education Institutes

Criterion 4.1: Involvement in the Consortium of ACS-accredited Education Institutes
Focused Education Institutes will:

- Share knowledge and best practices with members of the Consortium of ACS-accredited Education Institutes
- Share data in the annual report to the ACS Division of Education
- Participate in annual meetings and other events of the Consortium of ACS-accredited Education Institutes

*APPLICATION QUESTION:

___ Please check to acknowledge the expectation for participation in the AEI program as outlined in Criterion 4.1. No narrative or documentation are required for initial applicants.

Upon reaccreditation, ACS staff will provide a report to the institute, site surveyor and ARC reviewer which will include:

- Confirmation that all required annual reports have been submitted and all annual fees paid (required)
- Number of Annual Consortium Meetings or PG Courses attended by a representative of the AEI (at least one per accreditation period is expected)
- Numbers reporting the following (one of the below bullet points is required per accreditation period)
  - Number of Abstracts submitted for presentation at the Annual Consortium Meeting, and whether papers or posters were presented (at least one per accreditation period should be submitted for consideration)
  - ACS AEI Committees served on by the institute's staff/faculty

Reaccrediting institutes will be given the opportunity in the application to provide information on any other activities they have been involved with that they feel demonstrate compliance with Criterion 4.1.

I attest to the validity of the content of this application and confirm our institute's readiness to proceed with the accreditation process.

Agree___ Disagree___

Signature_____ Date_____