

Program Director's Handbook

Pediatric Anesthesia Program Directors' Association (PAPDA)

Last Updated: October 2018

Welcome! This resource is designed for Program Directors (PD), especially newly-minted PD's, to give a road map in dealing with the host of tasks and obligations while running a fellowship in Pediatric Anesthesiology. This also will hopefully serve as a great starting point for new Assistant/Associate Program Directors, as well as Fellowship Coordinators.

This new resource is always a work-in-progress, and will be updated periodically. Feedback is always welcome. If you have any questions, comments or suggestions – please email Doyle Lim (doyle.lim@nemours.org). Thanks to many PD's who have contributed to this project.

This resource includes

- Descriptions of various governing bodies and tools for fellowship maintenance and recruitment
- Hyperlinks (bolded and underlined, opened by using Ctrl + Click)
- Fellowship Data Sheet
 - Can be downloaded and filled out as a quick reference
 - IF you use this document to list your logins/passwords, PLEASE password protect this document in accordance with your institutional policy.
- Monthly Calendar with typical due dates for various tasks

	Organization	Page
ACGME	Accreditation Council for Graduate Medical Education	3
ABA RTID	The American Board of Anesthesiology: Record of Training Information Database	8
ERAS	Electronic Residency Application Service	9
NRMP	National Resident Matching Program	10

In addition to this guide, PDs are encouraged to explore the resources available on the ACGME website, including but not limited to:

- [Program Directors Virtual Handbook](#)
 - This section contains
 - Policies and Procedures
 - Self-Study and Site visit information
 - Information regarding ADS
- [Resources for New Program Directors](#)

Recent Updates

<ul style="list-style-type: none">• ERAS 2019 updates
<ul style="list-style-type: none">• ACGME Fellowship-based Common Program Requirements, (effective July 1, 2019)

[ACGME \(Accreditation Council for Graduate Medical Education\)](#)

- Sets and monitors the professional educational standards essential in preparing physicians to deliver safe, high-quality medical care to all Americans
- Responsible for accrediting graduate medical education training programs in the US

Contacts

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ACGME accreditation

- Review Committees (RC) create uniform set of high standards for each (sub)specialty
- Programs are continuously monitored for compliance
 - Data collection via ACGME [Accreditation Data System \(ADS\)](#)
 - Faculty surveys
 - Fellow surveys
 - Self-study process
 - Site visits (usually 10 year cycle)
- Annual update

Common Program Requirements (CPR)

- Basic set of standards that set the context and environment for developing skills, knowledge and attitudes necessary to take personal responsibility for the individual care of patients.
- Please note that a new fellowship-based, and far more detailed, CPR document will be effective as of July 1, 2019, and should be reviewed prior to this date.
<https://www.acgme.org/Portals/0/PFAssets/ProgramRequirements/CPRFellowship2019.pdf>
- [ACGME Pediatric Anesthesiology PDF \(28 pages\)](#)

[ACGME Accreditation Data System \(ADS\)](#)

This dashboard provides a construct to update and revise program and fellow statuses periodically, as well as to find historical reports and citations.

[ADS FAQ page](#)

The FAQ page is a good resource to troubleshoot reporting and update issues.

ACGME Annual Reporting Cycle

- Case Logs

Each fellow is responsible for logging their cases, minimums can be seen via the "Case Logs" dropdown link. These minimums can change frequently, we will attempt to keep the following table current.

Current as of 10/20/2018	
Category	Minimum
Total Number of Patients	240
Age of Patient	
a. Neonates	15
b. 1 - 11 months	40
c. 1 - 2 years	40
d. 3 - 11 years	75
e. 12 - 17 years	30
ASA	
ASA 1	25
ASA 2	42
ASA 3	50
ASA 4	20
Procedures	
Arterial cannulation	30
Central venous cannulation	12
Epidural/caudal	10
Flexible fiberoptic technique	4
General	200
Peripheral nerve block	11
Type of Surgery	
Airway surgery (excluding T & A)	7
Cardiac - with cardiopulmonary bypass	15
Cardiac - without cardiopulmonary bypass	5
Craniofacial surgery (excluding cleft lip/palate)	3
IntraAbdominal (Intracavitary;excl.inguinal hernia)	12
IntraCranial-neuro (Excluding shunts)	9
IntraThoracic-non cardiac (Intracavitary)	5
Major orthopedic surgery (scoliosis, tumors)	5
Other (NON-Operative)	10
Other (Operative)	55
Total neonate emergency	3
Pain Management	
Consultations and PCA	17

ADS Annual Update (July - September)

- Beginning of each academic year ACGME notifies programs and sponsoring institutions to review/update program/sponsor, resident and faculty information in ADS as part of the Annual Update.
- Modifications are permitted throughout the year after the Annual Update has been initially verified and submitted.
- The Review Committee will use information collected as part of the ADS Annual update as part of the Annual Review.

Milestone Evaluations (twice yearly: November/December and May/June)

- Competency-based developmental outcomes (e.g., knowledge, skills, attitudes, and performance) that can be demonstrated progressively by residents and fellows from the beginning of their education through graduation to the unsupervised practice of their specialties

Resident and Faculty Surveys (January - April)

Program Annual Reporting

- Update Program Data
 - Basic program information
 - PD / Coordinator information
 - Major changes
 - Response to citations
 - Participating sites updates / changes
 - Patient Safety data
 - Competency assessment methods
 - Rotations
- Update Fellow Data
 - Add new fellows
 - Verify prior training
 - Confirm active / graduating fellows
 - Scholarly activity
- Update Faculty Data
 - Add / remove Faculty
 - Core Faculty should be those that demonstrate commitment to fellow education and are involved in scholarly activity
 - Scholarly activity update
- Core Faculty
 - 15+ hours weekly in fellow education and administration
 - Teach and advise fellows
 - Evaluate competency domains
 - Work closely with and support the PD
 - PD is not considered core faculty
- Surveys (anonymous and confidential)
- Faculty Survey (December / January)

- Educational environment and standard compliance
- Questions focus on
 - Resources
 - Faculty Teaching / Supervision
 - Educational Content
 - Patient safety
 - Teamwork
 - Mental health/ burnout
 - Overall program assessment
- Fellow Survey (December / January)
 - Response Rate Goal (% - program specific)
 - Questions focus on
 - Duty hours
 - Resources
 - Faculty teaching / supervision
 - Evaluation
 - Educational content
 - Patient safety
 - Teamwork
 - Overall program assessment

Fellow Evaluations

- Clinical Competency / Pediatric Anesthesiology Milestones
 - Core Faculty or Clinical Competency Committee (CCC)
 - Milestone evaluation for each fellow
 - Should meet at least twice yearly (January / July) for individual milestone evaluation
 - An advisory board for the PD; the CCC makes recommendations and the PD decides ultimately how to rank each fellow on the milestones
 - CCC Chair for anesthesia programs cannot be the PD
 - [Pediatric Anesthesiology Milestone PDF](#)
- [Program Evaluation Committee \(PEC\)](#)
 - Purpose
 - Planning, developing , implementing and evaluating educational activities
 - Review and recommendations for revision
 - Addressing areas of non-compliance
 - At least two program faculty member and at least one fellow
 - Residents and faculty should be able to evaluate program confidentially
- Rotation Evaluations
 - Tailored to your respective systems
 - Should be sent out to faculty for each rotation
 - Number of websites (eg. New Innovations) for evaluation

ACGME Self-Study

- Component in the 10-year review for programs
- Effort by the ACGME Next Accreditation System to make **continuous quality improvement** a key component for programs to maintain accreditation.
- Each program is typically notified of their self-study submission date 6-7 months in advance. The 10-year site review will take place 12-18 months after submission of the self-study.
- The self-study is submitted online and the subsequent site visit occurs at the program's campus
- Essentially a detailed SWOT program analysis (Strengths, Weaknesses, Opportunities, Threats)

- A Self-Study Planning Committee must be assembled by the program director to put together the self-study document.
 - Committee members should include key stakeholders in the program such as:
 - Core faculty
 - Program coordinators
 - Fellows/ residents
 - Other participants: nurses, surgeons, alumni, DIO
 - Should meet regularly and should document meeting minutes for review by site visit assessors
 - Ideally you should **allow for 6 months** of regular meetings leading up to self-study submission date

- Getting Ready: many resources are available through the ACGME
 - [ACGME self-study webinar](#)
 - ["The ACGME Self-study: An Opportunity, Not a Burden"](#) (S Guralnick)
 - ["Maximizing the Value of the ACGME Self-Study Process"](#) (J Frohna et al)
 - Annual ACGME meeting

- Self-study content should include
 - Program Aims: Reflect the current state of the program and vision for the future
 - Take patient population and post-fellowship paths of graduates into consideration

ACGME Site Visit [Site Visit FAQ page](#)

- Site visits can be full or focused depending on the objectives of the visit.
 - For most programs, full site visits are completed during the scheduled 10-Year Accreditation site visit, to assess overall compliance and ongoing improvement.
- Most visits only require information already submitted via ADS. Additional documentation is required for
 - Site visit to assess an application for accreditation
 - The end of the two-year period of Initial Accreditation, which also requires completion of an updated version of the specialty-specific portion of the application
 - The 10-Year Accreditation Site Visit
 - Requires uploading of a Self-Study Summary 18 to 24 months prior
 - Requires a Summary of Achievements (improvements the program made in areas identified through the Self-Study).

The American Board of Anesthesiology: Record of Training Information Database (ABA RTID)

Contacts

Main Number	coms@theABA.org	866-999-7501
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- Electronic enrollment and training reports for fellows
- REF (Resident Enrollment Form) required for every fellow prior to training start date
- Record of Training/Certificate of Clinical Competence (RTR/CCC) Reports for two reporting periods
 - Period B: July 1-Dec 31 (Submission deadline Jan 31)
 - Period A: Jan1 – June 30 (Submission deadline July 31)
- Program Director Reference Form (PDIR) for each fellow upon graduation
- [Website contains thorough User Manual](#) - login to site required
- Checklist for Completing RTID Activities
 - Log in to RTID
 - Open the PDF file of the RTID Training Manual
 - Scroll to page 41 (Period A) and 42 (Period B)
- ABA Examinations
 - Staged Examinations
 - BASIC End of CA-1 year
 - ADVANCED After completion of residency
 - APPLIED
 - Standardized Oral Exam (SOE) – Oral evaluation of clinical scenarios
 - Objective Structured Clinical Examination (OSCE) – Communication and professionalism

[AAMC GME Track](#)

Contacts

GME Track Help Desk	gmetrack@aamc.org	202-862-6171
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- National GME Census jointly conducted with the American Medical Association (AMA).
- Annual program survey on recruitment cycle and program requirements
- [GME Track User Manual \(PDF\)](#)
 - Easy to follow user manual, click on the desired topic to jump to that section

Recruiting: ERAS and NRMP

[Electronic Residency Application Service \(ERAS\)](#)

Contacts

ERAS Program Help Desk	ERAS Support Contact Online Form	202-862-6249
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- Streamlines fellowship application process by serving as depot for
 - Common application
 - Personal Statement(s)
 - Curriculum Vitae
 - Letters of recommendation
 - Medical School Transcript
- Select Program Director Work Station (PDWS)
- 'December' application cycle
 - Late November Candidates may start submitting applications
 - December Programs start receiving applications
- Each user requires privileges
 - Requested token is required to enroll in system
- Preferred browsers include Firefox, Chrome or Internet Explorer
- Additional options include communication tools and assignment of candidate files to faculty interviewers
- [ERAS offers webinars that address navigating the PDWS](#)
- [ERAS 2019 updates](#)

National Resident Matching Program (NRMP - 'The Match')

Contacts

Main Number	support@nrmp.org	866-653-NRMP (6767)
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- Specialties Matching Service (SMS) Fellowship Match
 - Applicants are “matched” to programs using rank order lists of applicants and Program Directors that are processed by the NRMP matching algorithm.
- **Registration, Ranking and Results (R³) System**
 - [Instructions on Activating Institutions and Programs](#)
 - New Program Directors will need to create an account in R3 using a token sent via email when the match opens.
 - Returning PDs can log into the R3 system when the Match opens by entering their pre-existing username and password
 - Match Participation Agreement must be signed electronically by PD
 - [Communication Code of Conduct](#) should be shared with staff involved in the interview and matching process to ensure adherence to the Match Participation Agreement
 - [Rank Order List Support guide](#)
 - Results on Match Day are available at 12pm ET.
 - Go to **My Reports** and click *Confidential Roster of Matched Applicants*
 - [Fellowship Match Program Checklist](#)

Rotation Contacts	
Cardiac	
PICU	
NICU	
Pain Management	
Palliative Care	
Other	

Important Websites (Ctrl + Click to open) *** If listing logins/ passwords, please keep this file password protected ***			
		Login	Password
ABA RTID	https://rtid.theaba.org/Login		
ACGME ADS	https://apps.acgme.org/ads/		
ERAS (via AAMC)	AAMC ERAS Login		
NRMP	https://r3.nrmp.org/viewLoginPage		
New Innovations			
Society for Pediatric Anesthesia	http://www.pedsanesthesia.org/		
PAPDA Section	TBD		
FAQ Case Log System	Fellow FAQ Case Log System		
Case Log Definitions	Case Log Definitions		

Fellowship Calendar (July 1 start)	
July	Program start ABA RTID Fellow Roster Update
August	NRMP Rank List opens
September	Annual Program update (ADS) NRMP Registration, Quota change and Rank List Due
October	NRMP Match Results
November	
December	ACGME Milestone Evaluations – Clinical Competency Committee ACGME Fellow and Faculty ACGME Surveys ACGME Case Log review ABA RTID Mid-Year Fellow Report and Roster Update ERAS Program Enrollment and Update ERAS applications available
January	Individual Mid-Year Fellow Evaluation Reviews
February	
March	
April	
May	
June	NRMP Registration opens ACGME Case Log Verification and Submission ACGME Milestone Evaluations - Clinical Competency Committee ABA RTID End-Year Fellow Report, Update and Certification

Fellowship Calendar (August 1 start)	
August	Program start NRMP Rank List opens ABA RTID Fellow Roster Update
September	Annual Program update (ADS) NRMP Registration, Quota change and Rank List Due
October	NRMP Match Results
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