

PROGRAM Instructions

Reach out to Alessandra Alvarez (aalvare7@bidmc.harvard.edu) and/or Laurie Dubois (ldubois3@bidmc.harvard.edu) with any questions about the submissions. -----

Log into MedHub:

- Under the “Site Management ” heading in the middle column, select “Program Accreditation”
- Click on the “APE” tab
- Click on the name of your program to enter data for review by GME and APR review committee members
 - Below is an example of step by step directions.

The screenshot shows the MedHub website interface. On the left is a navigation menu with categories like Faculty Directory, Resident/Fellow Directory, and MedHub Community. The middle column is titled 'Resources/Documents/Forums' and contains a 'Site Management' dropdown menu. Under this menu, 'Program Accreditation' is highlighted with a red circle. Other items in the menu include Alumni Tracking, Bulk Email Tool, Competency Dashboard, Learning Modules, Learning Portfolios, Milestone Management, Trainee Applications, Print Labels, and Program Scorecards. The right column contains news items, including 'IRIS 2.0' and 'UPDATE: MedHub Curriculum Mapping Session-Level Export Now Available!'.

The screenshot shows the 'Annual Program Evaluation' page. At the top, there is a breadcrumb trail: Home » Accreditation » Annual Program Evaluation. Below this is a navigation bar with tabs: Overview, GME Review, ACGME Review, APE (selected and circled in red), Surveys, Scholarly Activity, Correspondence, and Policies. Below the tabs are three dropdown menus: Program (Geriatric Medicine), Academic Year (All Periods), and APE Status (All Statuses). Below these is a table with the following data:

Program Name	Review Date	GME/DIO Review	Status
Geriatric Medicine	03/27/2023	--	Planned

At the bottom left of the table, there is a button labeled '+ Initiate APE'.

1. Enter all data in required fields.

A majority of questions require a simple Y/N response. You may override any auto calculations from MedHub. Example: if you do not have any case or procedure logs input into MedHub you can hit the “override” button to enter your own data. **Please make sure to read the full description for each measure.**

Trainee Performance		
Measure	Value	Comments
Case experience and procedures logs This is a measure of the number of residents achieving at least their minimum requirement on all case logs per PGY level. If no cases/procedures, please provide an explanation.	<input type="text"/> Override Recalc	<input type="text"/>
Work Hour Compliance Internal Duty Hour survey highlighted red flags that required additional monitoring and follow up. If yes, please comment on outcome of monitoring.	<input type="text"/>	<input type="text"/>
In Training Exam Performance Enter % of final year trainees who've met your program's expectations for the in-training exam.	<input type="text"/>	<input type="text"/>

2. Review Checklist

The “Review Checklist” section is there to ensure you don’t miss any required documentation for upload into the file attachment section.

Review Checklist

Description	
<input type="checkbox"/>	ACGME WebADS annual update Upload the most recent submission of your annual ACGME ADS update.
<input type="checkbox"/>	ACGME Resident Survey Upload most recent ACGME Resident Survey Results. If your program contains aggregate survey results, please include those too.
<input type="checkbox"/>	ACGME Faculty Survey Upload most recent ACGME faculty survey. If your program contains aggregate survey results, please include those too.
<input type="checkbox"/>	PEC Meeting Minutes from Annual Program Evaluation Upload your most recent Annual Program Evaluation meeting minutes conducted by your Program Evaluation Committee (PEC).
<input type="checkbox"/>	Curriculum - Goals & Objectives Upload Goals and Objectives from one rotation.
<input type="checkbox"/>	Program Policies Upload your duty Hours, supervision in Care, and transitions in care policies.
<input type="checkbox"/>	Prior Year APR Summary Document Please upload your prior year APR Summary Document.

Update Checklist

3. Program Policies should be uploaded here:

Dashboard CLER AIR **Program Detail**

Obstetrics

Overview GME Review ACGME Review **APE** Surveys Scholarly Activity Correspondence Policies

4. Action Plan

There is an **action plan** section at the bottom of the form to input your specific action items from your most recent PEC annual review.

Action Plan

Area for Improvement	Action Plan	Expected Resolution	Date Instituted	Target Date	Individual Responsible	Context	Status	Actions
Test	Test	test	10/1/2022	10/3/2022	test	test	Resolved	Modify Delete

[+ Add Action Item](#)

The Additional Comments Section is for **reviewers and GME to input notes**. Programs do not need to enter any information in this section.

Additional Comments

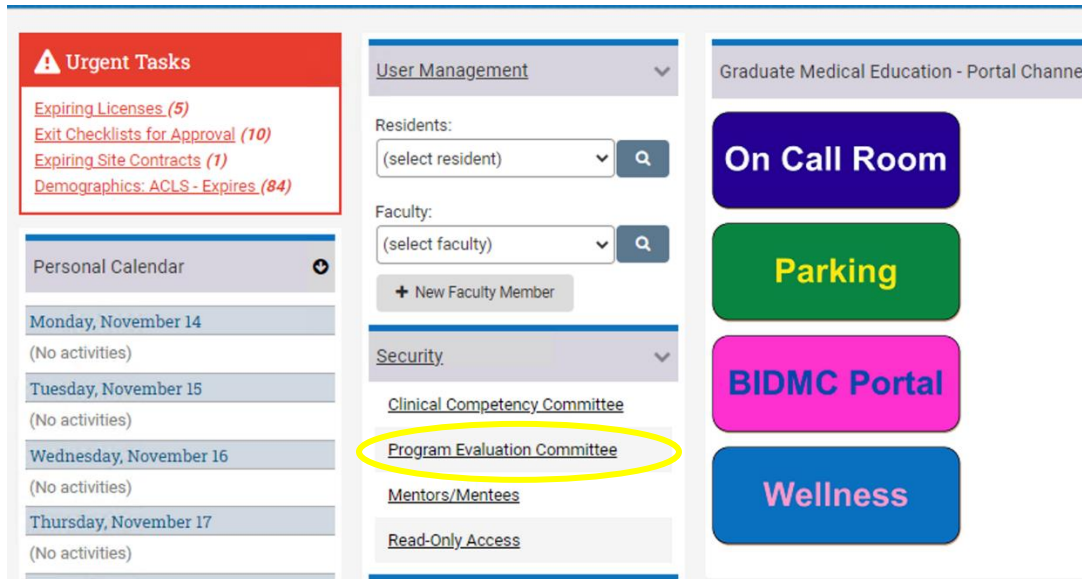
[Edit](#)

Title	Note/Comment
Strengths:	
Program Areas for Improvement:	
Action Plan:	
Notes:	
GME Notes:	

Additional Tips/Resources

If you wish to have your PEC members populate on the MedHub APR form (not required), you can do so by following these steps:

- From the Administrator home page, go to Program Evaluation Committee



The screenshot displays the MedHub Administrator home page. On the left, there is a 'Urgent Tasks' section with a red header and a 'Personal Calendar' section. The main content area is divided into three columns. The middle column, titled 'User Management', contains a 'Residents' dropdown menu, a 'Faculty' dropdown menu, and a '+ New Faculty Member' button. Below this is a 'Security' section with a dropdown menu. The 'Program Evaluation Committee' link is highlighted with a yellow oval. The right column, titled 'Graduate Medical Education - Portal Channel', contains four large buttons: 'On Call Room' (purple), 'Parking' (green), 'BIDMC Portal' (pink), and 'Wellness' (blue).

- Next click "Add Committee Member"
- Select the appropriate faculty member from the drop down, indicate if they are a member or leader, then hit submit.