

PROGRAM Instructions

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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. Please note that many questions do not apply to NST programs, and you do not need to fill these out. See below for required questions.

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
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"/>

*** For data questions and required comments sections that do not apply please type “N/A”.**

Required questions for NST Programs include the following:

- Work Hour Compliance: Based on the GME Duty Hours Survey, was your program asked to participate in additional DH monitoring due to non-compliance?
 - ACGME requirement: NST Programs MUST adhere to 80hrs/wk limits (averaged over four week period)
 - Must be scheduled for a minimum of one day in seven free of required clinical and educational responsibilities (when averaged over four weeks).

Trainee Performance		
Measure	Value	Comments
Work Hour Compliance Does the GME Duty Hour survey highlight red flags that required additional monitoring and follow up? If yes, please comment on outcome of monitoring.	<input type="text"/>	<input type="text"/>

- Complete SWOT analysis. There are individual questions on the form for: Overall Program Strengths, Weaknesses, Opportunities and Threats
- Impact of Non-Standard Program Learners: Describe the impact of any non-ACGME accredited program learners (that's your program) on the core ACGME accredited program trainee experience.
- Does your program meet the 8 hour Opioid training requirement? (Please describe in the comment sections)
- Does your program have a process for anonymous reporting, without the fear of retaliation-Y/N? Please describe your process in comments section.
 - ACGME requirement: NST trainees MUST have the opportunity to raise concerns and provide feedback without fear of intimidation or retaliation and in a confidential manner as appropriate.

Program Quality		
Measure	Value	Comments
Impact of Non Standard Program Learners Describe the impact of any non-acgme accredited program learners on the core program trainee experience.	<input type="text"/>	<input type="text"/>
Overall Program Strengths Please highlight your programs strengths from your most recent SWOT analysis into the comment box.	<input type="text"/>	<input type="text"/>
Retention of program coordinator How long has your primary coordinator been in their role (# years)?	<input type="text"/>	<input type="text"/>
Overall Program Weakness Please highlight your programs weakness from your most recent SWOT analysis into the comment box.	<input type="text"/>	<input type="text"/>
Does your program meet the 8 hour Opioid training requirement? Please describe in the comment sections.	<input type="text"/>	<input type="text"/>
Does your program have a mechanism for anonymous reporting of issues or unprofessional behavior? Please describe in the comment section.	<input type="text"/>	<input type="text"/>

- **Assessment:**

- **Milestones:** Do evaluation forms incorporate the milestones for your specialty: Use this section to indicate if a 3 month assessment was completed using the milestones for the most closely related ACGME accredited program for each NST trainee. (this is a requirement)
- **Semi-annual review with program director -** Does your program complete semi-annual reviews of each trainee-Y/N? Describe your process for assessment of NST trainees, including summative evaluations.

Note that ACGME requires NST programs conduct semi-annual review and complete a summative end-of-year assessment.

Evaluation & Assessment		
Measure	Value	Comments
Milestones Do evaluation forms incorporate the milestones for your specialty?	<input type="text"/>	<input type="text"/>

Trainee Performance		
Measure	Value	Comments
Semi-annual review with program director Does your program complete semi-annual reviews of each trainee and provide an end of year summative assessment? Please describe your process. <i>Last calculated on 7/10/2025</i>	<input type="button" value="No"/> <small>Override Recalc</small>	<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.

Required uploads for NST Programs include:


- Goals and Objectives (include a description of required educational experiences, didactic sessions, procedural requirements)
- Supervision Policy

3. Action Plan

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

The Additional Comments Section on the MedHub form 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:	