**Continued Accreditation Application: Otolaryngology**

401 North Michigan Avenue · Chicago, Illinois 60611 · United States · +1.312.755.7042 www.acgme-i.org

**Submission for Continued accreditation:** This Advanced Specialty application is for programs applying for **Continued Accreditation Only** and is used in conjunction with the Accreditation Data System (ADS).

All sections of the form applicable to the program must be completed for it to be accepted for review. The information provided should describe the existing program. For items that do not apply, indicate “N/A” in the space provided. Where patient numbers are requested, provide exact numbers as requested and indicate exact dates for the data entered. If any requested information is unavailable, an explanation must be given, and it should also be indicated as unavailable in the appropriate place on the form. Once the forms are complete, number the pages sequentially in the bottom center.

The program director is responsible for the accuracy of the information supplied in this form, and must sign it. It must also be signed by the designated institutional official of the sponsoring institution, who will submit the application electronically in ADS.

Review the International Foundational Program Requirements for Graduate Medical Education and Advanced Specialty Program Requirements for Graduate Medical Education in Otolaryngology. The International Foundational, Advanced Specialty, and Institutional Requirements may be downloaded from the ACGME International website: [www.acgme-i.org](http://www.acgme-i.org).

Email questions regarding the form’s content to [acgme-i@acgme-i.org](mailto:acgme-i@acgme-i.org).

Email questions regarding ADS to [ADS@acgme.org](mailto:ADS@acgme.org) (type the program number in the subject line).

**Continued Accreditation Application: Otolaryngology**

401 North Michigan Avenue · Chicago, Illinois 60611 · United States · +1.312.755.7042 www.acgme-i.org

|  |
| --- |
| Program Name: Click here to enter text. |

**Table of Contents**

When the forms are completed, **number each page sequentially in the bottom center**. Record this pagination in the Table of Contents and submit this cover page with the completed the application.

|  |  |
| --- | --- |
| **Advanced Specialty Continued Application** | **Page(s)** |
| **Int. Introduction** | # |
| Duration of Education | # |
| **I. Institution** | NA |
| **II. Program Personnel and Resources** | # |
| II.A. Program Director | NA |
| II.B. Faculty | NA |
| II.C. Other Program Personnel | NA |
| II.D. Resources | # |
| **III. Resident Appointment** | # |
| III.A. Eligibility Criteria | NA |
| III.B. Number of Residents | # |
| III.C. Resident Transfers | NA |
| III.D. Appointment of Fellows and Other Learners | NA |
| **IV. Specialty-Specific Educational Program** | # |
| IV.A. ACGME-I Competencies | # |
| IV.B. Regularly Scheduled Educational Activities | # |
| IV.C. Clinical Experiences | # |
| IV.D. Scholarly Activity | # |
| **V. Evaluation** | NA |
| **VI. The Learning and Working Environment** | # |
| VI.A. Principles | NA |
| VI.B. Patient Safety | NA |
| VI.C. Quality Improvement | NA |
| VI.D. Supervision and Accountability | NA |
| VI.E. Professionalism | NA |
| VI.F. Well-Being | NA |
| VI.G. Fatigue | NA |
| VI.H. Transitions of Care | NA |
| VI.I. Clinical Experience and Education | # |
| VI.J. On-Call Activities | NA |
| Appendix A. Formal Didactic Sessions by Academic Year | # |

**Continued Accreditation Application: Otolaryngology**

401 North Michigan Avenue · Chicago, Illinois 60611 · United States · +1.312.755.7042 www.acgme-i.org

**Introduction**

**Duration and Scope of Education**

What is the length, in months, of the educational program?

Choose an item.

**Program Personnel and Resources**

**Resources**

* + - 1. Do residents have responsibility for regular pre-operative evaluation and post-operative follow-up of their assigned cases? YES NO

If ‘YES,’ do residents have access to the following?

* + - * 1. Clinics YES NO
        2. Office space YES NO
        3. Outpatient facilities YES NO
      1. Do residents have access to technologically-current equipment necessary for diagnosis and treatment? YES NO

Explain any ‘NO’ responses to Questions 1 and 2. (Limit 300 words)

|  |
| --- |
| Click here to enter text. |

* + - 1. How does the program ensure there is a sufficient number and variety of adult and pediatric medical and surgical patients available for resident education at the Sponsoring Institution and participating sites? (Limit 400 words)

|  |
| --- |
| Click here to enter text. |

* + - 1. How does the program ensure there is sufficient operative time available to ensure adequate surgical experiences for all residents? (Limit 400 words)

|  |
| --- |
| Click here to enter text. |

* + - 1. Are the following clinical resources available?

1. Anesthesiology YES NO
2. Audiology YES NO
3. Emergency medicine YES NO
4. Internal medicine YES NO
5. Neurological surgery YES NO
6. Neurology YES NO
7. Ophthalmology YES NO
8. Pathology YES NO
9. Pediatrics YES NO
10. Radiology YES NO
11. Speech pathology YES NO
12. Thoracic surgery YES NO

Explain any ‘NO’ responses. (Limit 300 words)

|  |
| --- |
| Click here to enter text. |

* + - 1. Are the following resources are available to allow residents to receive education in the correlation between basic science knowledge and clinical application?
         1. Equipment YES NO
         2. Funding for instruction and study of the basic sciences YES NO
         3. Personnel YES NO
         4. Space YES NO

Explain any ‘NO’ responses. (Limit 300 words)

|  |
| --- |
| Click here to enter text. |

**Specialty-Specific Educational Program**

**ACGME-I Competencies**

**Professionalism**

How do graduating residents demonstrate a commitment to fulfilling their professional responsibilities and adhering to ethical principles?

Describe how these traits are evaluated (limit 300 words).

|  |
| --- |
| Click here to enter text. |

How do graduating residents demonstrate the following?

Compassion, integrity, and respect for others

Responsiveness to patient needs that supersedes self-interest

Respect for patient privacy and autonomy

Accountability to patients, society, and the profession

Sensitivity and responsiveness to a diverse patient population, including to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation

Provide examples of how traits are assessed in four of the seven areas listed. (Limit 400 words)

|  |
| --- |
| Click here to enter text. |

**Patient Care and Procedural Skills**

How do graduating residents demonstrate the ability to provide patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health?

Describe how this is evaluated. (Limit 300 words)

|  |
| --- |
| Click here to enter text. |

How do graduating residents demonstrate competence in independent clinical decision-making and sound clinical judgment and possessing the ability to formulate and carry out appropriate management plans for otolaryngology conditions?

Describe how competence is evaluated. (Limit 400 words)

|  |
| --- |
| Click here to enter text. |

How do graduating residents demonstrate competence in the utilization and performance of diagnostic methods, including audiologic, vestibular, and vocal function testing; biopsy and fine needle aspiration techniques; and other clinical and laboratory procedures related to the diagnosis of diseases and disorders of the upper aerodigestive tract and the head and neck?

Describe how competence is evaluated. (Limit 400 words)

|  |
| --- |
| Click here to enter text. |

How do graduating residents demonstrate competence in therapeutic and diagnostic imaging, specifically interpreting medical images of the head and neck and the thorax, including studies of the temporal bone, skull, nose, paranasal sinuses, salivary and thyroid glands, larynx, necks, lungs, and esophagus?

Describe how competence is evaluated. (Limit 400 words)

|  |
| --- |
| Click here to enter text. |

How do graduating residents demonstrate competence in surgical (including peri-operative) and non-surgical management and treatment of conditions affecting the head and neck, including the following?

1. Aerodigestive foreign body obstruction
2. Allergic and immunologic disorders
3. Chemoreceptive disorders
4. Communicative and swallowing disorders
5. Disorders related to the geriatric population
6. Endocrine disorders related to the thyroid and parathyroid
7. Facial plastic and reconstructive disorders
8. Idiopathic disorders
9. Infectious and inflammatory disorders
10. Metabolic disorders
11. Neoplastic disorders
12. Neurological disorders related to the head and neck
13. Pain
14. Pediatric and congenital disorders
15. Sleep disorders
16. Traumatic disorders
17. Vascular disorders
18. Vestibular and hearing disorders

Provide examples of how competence is assessed in nine of the 18 disorders listed.(Limit 900 words)

|  |
| --- |
| Click here to enter text. |

How do graduating residents demonstrate competence in all surgical care in the following major categories?

1. Bronchoesophagology
2. Facial plastic and reconstructive surgery of the head and neck
3. General otolaryngology
4. Head and neck oncologic surgery
5. Laryngology
6. Otology and neurotology
7. Pediatric otolaryngology
8. Rhinology

Provide examples of how competence is assessed in five of the eight categories listed. (Limit 500 words)

|  |
| --- |
| Click here to enter text. |

How do graduating residents demonstrate competence in performing otolaryngology procedures, including the following?

1. Airway management
2. Computer-assisted navigation
3. Endoscopy of upper aerodigestive tract, including rhinoscopy, laryngoscopy, esophagoscopy, and bronchoscopy
4. Laser usage
5. Local and regional anesthesia
6. Resuscitation
7. Stroboscopy
8. Universal precautions

Provide examples of how competence is assessed in four of the eight categories listed. (Limit 400 words)

|  |
| --- |
| Click here to enter text. |

**Medical Knowledge**

How do graduating residents demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences, as well as the application of this knowledge to patient care?

Describe how knowledge is evaluated. (Limit 400 words)

|  |
| --- |
| Click here to enter text. |

How do graduating residents demonstrate knowledge of the basic medical sciences relevant to following areas?

1. Facial plastic and reconstructive surgery
2. Head and neck surgery
3. Immunology and allergy
4. Laryngology and communication disorders
5. Neurotology as it pertains to primary otolaryngology
6. Otology and audiology
7. Pediatric otolaryngology
8. Rhinology and chemical senses
9. Sleep medicine

Provide examples of how knowledge is assessed in five of the nine areas listed. (Limit 500 words)

|  |
| --- |
| Click here to enter text. |

How do graduating residents demonstrate knowledge of the following?

Audiologic disorders

Rehabilitation of speech

Swallowing disorders

Vestibular disorders

Provide examples of how knowledge is assessed in two of the three areas listed.

(Limit 250 words)

|  |
| --- |
| Click here to enter text. |

How do graduating residents demonstrate knowledge of endocrinology and neurology as they relate to the head and neck area?

Describe how knowledge is evaluated. (Limit 300 words)

|  |
| --- |
| Click here to enter text. |

**Practice-based Learning and Improvement**

1. How do graduating residents demonstrate their ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and lifelong learning?

Describe how these skills are evaluated (limit 300 words).

|  |
| --- |
| Click here to enter text. |

1. How do graduating residents demonstrate they have developed skills and habits to be able to meet the following goals?
2. Identify strengths, deficiencies, and limits in one’s knowledge and expertise
3. Identify and perform appropriate learning activities
4. Incorporate formative evaluation feedback into daily practice
5. Locate, appraise, and assimilate evidence from scientific studies related to their patients’ health problems
6. Participate in the education of patients, patients’ families, students, other residents, and other health professionals
7. Set learning and improvement goals
8. Systematically analyze clinical practice using quality improvement methods, and implement changes with the goal of practice improvement
9. Use information technology to optimize learning

Provide examples of how skill is assessed in five of the eight areas listed. (Limit 500 words)

|  |
| --- |
| Click here to enter text. |

**Interpersonal and Communication Skills**

How do graduating residents demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and other health professionals?

Describe how these skills are evaluated. (Limit 300 words)

|  |
| --- |
| Click here to enter text. |

How do graduating residents demonstrate their ability to:

communicate effectively with patients, patients’ families, and the public, as appropriate, across a broad range of socioeconomic and cultural backgrounds;

communicate effectively with physicians, other health professionals, and health-related agencies;

work effectively as a member or leader of a health care team or other professional group;

act in a consultative role to other physicians and health professionals; and,

maintain comprehensive, timely, and legible medical records, if applicable?

Provide examples of how skill is assessed in three of the five areas listed. (Limit 300 words)

|  |
| --- |
| Click here to enter text. |

**Systems-based Practice**

1. How do graduating residents demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care?

Describe how these skills are evaluated. (Limit 300 words)

|  |
| --- |
| Click here to enter text. |

1. How do graduating residents demonstrate their ability to:

a. work effectively in various health care delivery settings and systems relevant to their clinical specialty;

b. coordinate patient care within the health care system relevant to their clinical specialty;

c. incorporate considerations of cost awareness and risk-benefit analysis in patient and/or population-based care as appropriate;

d. advocate for quality patient care and optimal patient care systems;

e. work in interprofessional teams to enhance patient safety and improve patient care quality; and,

f. participate in identifying system errors and implementing potential systems solutions?

Provide examples of how skill is assessed in four of the six areas listed. (Limit 400 words)

|  |
| --- |
| Click here to enter text. |

**Regularly Scheduled Educational Activities**

Complete Appendix A., Formal Didactic Sessions by Academic Year, and attach to submission.

Do didactic sessions include cyclical presentation of core specialty knowledge supplemented by the addition of current information? YES NO

Do residents learn in a variety of educational settings, including the following?

* 1. Bedside YES NO
  2. Classroom YES NO
  3. Clinic YES NO
  4. Laboratory YES NO
  5. Operating room YES NO

Explain any ‘NO’ responses to Questions 2 and 3 above. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

Do faculty members participate in didactic sessions? YES NO

Is didactic education evaluated? YES NO

Explain any ‘NO’ responses to Questions 4-6 above. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

Indicate how didactic content is integrated into the overall educational program. (Limit 400 words)

|  |
| --- |
| Click here to enter text. |

Are the following topics covered during regularly scheduled didactic sessions?

* + - * 1. Audiology as it relates to laryngology YES NO
        2. Basic science as relevant to head and neck YES NO
        3. Basic science as relevant to the upper-aero digestive system YES NO
        4. Biochemistry YES NO
        5. Cell biology YES NO
        6. Chemical senses as it relates to the head and neck YES NO
        7. Embryology YES NO
        8. Endocrinology as it relates to the head and neck YES NO
        9. Genetics YES NO
        10. Immunology YES NO
        11. Microbiology YES NO
        12. Neurology as it relates to the head and neck YES NO
        13. Pharmacology YES NO
        14. Physiology YES NO
        15. Speech-language pathology and the voice sciences as it relates to laryngology YES NO

Explain any ‘NO’ responses. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

Do regularly scheduled anatomy sessions include dissection of cadaver anatomic specimens, including the temporal bone? YES NO

Do regularly scheduled pathology sessions include the following?

Discussion of the pathology service tissues removed at operations and autopsy YES NO

Gross pathology related to the head and neck YES NO

Microscopic pathology related to the head and neck YES NO

Explain any ‘NO’ responses to Questions 9 and 10 above. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

**Clinical Experiences**

Is the program director responsible for the design, implementation, and oversight of the PGY-1?

YES NO

Explain if ‘NO.’ (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

Does the PGY-1 include at least five months of structured education, including the following?

General surgery YES NO

Pediatric surgery YES NO

Plastic surgery YES NO

Surgical oncology YES NO

Thoracic surgery YES NO

Transplant surgery YES NO

Vascular surgery YES NO

Explain if ‘NO’ to more than three of the areas in this list. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

Does the PGY-1 include at least four months of clinical education in the following?

* + - * 1. Anesthesiology YES NO
        2. Critical care YES NO
        3. Emergency medicine YES NO
        4. Neurological surgery YES NO

Are each of the above experiences one month in length? YES NO

Explain any ‘NO’ responses to Questions 3 and 4 above. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

How does the curriculum include progressive education in otolaryngology and clinical services during PGY-2-5? (Limit 400 words)

|  |
| --- |
| Click here to enter text. |

Are there at least 36 months of rotations on otolaryngology-head and neck surgery and clinical services? YES NO

Explain if ‘NO.’ (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

If ‘YES’ to Question 6, do these rotations include experiences in the following?

Allergy and immunology YES NO

Audiology and vestibular assessment YES NO

Neuroradiology YES NO

Oral and maxillofacial surgery YES NO

Pulmonary medicine YES NO

Radiation oncology YES NO

Speech pathology and rehabilitation YES NO

Surgical pathology of the head and neck YES NO

Explain any ‘NO’ responses. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

Do residents:

interact directly with patients? YES NO

establish provisional diagnoses? YES NO

initiate preliminary treatment plans? YES NO

Explain any ‘NO’ responses. (Limit 300 words)

|  |
| --- |
| Click here to enter text. |

Do residents provide follow-up care so that results of surgical care can be evaluated by the responsible resident? YES NO

If ‘YES,’ are these activities carried out under the supervision of appropriate faculty members?

YES NO

Explain any ‘NO’ responses. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

Do residents work in a well-organized and well-supervised outpatient service? YES NO

If ‘YES,’ does this service operate in relation to an inpatient service used in the program?

YES NO

Explain any ‘NO’ responses. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

Do residents have experience in the emergency care of critically ill and injured patients with otolaryngology-head and neck conditions? YES NO

Explain if ‘NO.’ (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

Do residents have essentially equivalent distribution of case categories and procedures as their colleagues at the same level of education? YES NO

Explain if ‘NO.’ (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

Do residents experience direct and progressively responsible patient management? YES NO

If ‘YES’ to Question 13, does the experience include surgical experience as assistant to the surgeon? YES NO

Is the chief resident’s final year of education spent at sites approved as part of the program?

YES NO

Explain any ‘NO’ responses to Questions 13-15. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

How does the program ensure each resident has an adequate number, distribution, and sufficient complexity of cases within the principal surgical procedural categories of the specialty? (Limit 400 words)

|  |
| --- |
| Click here to enter text. |

Does the experiential educational program include clinical aspects of the following?

1. Deformities YES NO
2. Diagnosis YES NO
3. Disorders of the ear YES NO
4. Facial plastic and reconstructive surgery YES NO
5. Head and neck oncology YES NO
6. Injury of the ear YES NO
7. Medical therapy YES NO
8. Neoplasms YES NO
9. Other head and neck systems YES NO
10. Prevention of diseases YES NO
11. Rehabilitation from disease YES NO
12. Surgical therapy YES NO
13. The face YES NO
14. The jaws YES NO
15. Upper alimentary system YES NO
16. Upper respiratory system YES NO

Explain any ‘NO’ responses. (Limit 350 words)

|  |
| --- |
| Click here to enter text. |

Do residents have experience with otolaryngologic disorders, including the following?

1. Evaluating the patient before participating in surgery YES NO
2. Intra-operative care of patients YES NO
3. Non-operative management YES NO
4. Post-operative care of patients. YES NO
5. Pre-operative care of patients YES NO

Explain any ‘NO’ responses. (Limit 350 words)

|  |
| --- |
| Click here to enter text. |

Are residents provided experiences in:

1. management of office practice YES NO
2. procedures of office practice YES NO

Explain any ‘NO’ responses (limit 250 words).

|  |
| --- |
| Click here to enter text. |

Do residents participate in patient care in a private office? YES NO

If ‘YES,’ do residents:

1. function with an appropriate degree of responsibility under adequate supervision? YES NO
2. participate in pre-operative care? YES NO
3. participate in post-operative care? YES NO

Explain any ‘NO’ responses. (Limit 350 words)

|  |
| --- |
| Click here to enter text. |

Describe the experiences residents have with state-of-the-art advanced and emerging technology in otolaryngology and head-and-neck surgery. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

Do residents have opportunities to perform techniques and procedures involving the following?

1. Auditory measures such as hearing aids and implantable devices YES NO
2. Balance YES NO
3. Chemoreception YES NO
4. Deglutition YES NO
5. Habilitation YES NO
6. Rehabilitation YES NO
7. Respiration YES NO
8. Speech YES NO

Explain any ‘NO’ responses. (Limit 350 words)

|  |
| --- |
| Click here to enter text. |

**Scholarly Activity**

Does the educational program provide a structured research experience for residents? YES NO

Explain if ‘NO.’ (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

If ‘YES’ to Question 1, is the experience sufficient to result in an understanding of basic principles of the following?

1. Study design YES NO
2. Research performance YES NO
3. Research analysis YES NO
4. Research reporting YES NO

Explain any ‘NO’ responses. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

Does the research experience reflect careful advice by and planning with faculty members?

YES NO

Explain if ‘NO.’ (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

Does the program provide the following?

Facilities for research YES NO

Protected time for research YES NO

Explain any ‘NO’ responses. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

**The Learning and Working Environment**

**Clinical Experience and Education**

Are residents permitted to assist in surgery during the six hours following 24 hours of continuous duty? YES NO

Explain if ‘NO.’ (Limit 250 words)

|  |
| --- |
| Click here to enter text. |

**Appendix A. Formal Didactic Sessions by Academic Year**

For each year of the residency, attach (Label: Appendix A.) a list of all scheduled didactic courses (including discussion groups, seminars and conferences, grand rounds, basic science, skills labs, and journal club) at all participating sites to whichresidents roate using the format below. If attended by residents from multiple years, list in each year but provide a full description *only the first time a site is listed*.

Number sessions **consecutively** from the first year through the final year so that the scheduled didactic sessions can be easily referenced throughout the application. **Be brief and use the outline that follows.**

Year in the program:

Number: Title:

a) Type of Format (e.g., seminar, conference, discussion groups)

b) Required or elective

c) Brief description (three or four sentences)

d) Frequency, length of session, and total number of sessions

**Example:**

|  |
| --- |
| Y-1  01. Introduction to Otolaryngology  a) Seminar  b) Required Y-1  c) Survey of contemporary methods and styles of otolaryngology, including approaches to clinical work with minority populations.  d) Weekly, for 8 sessions.  02. Departmental Grand Rounds  a) Discussion groups  b) Required, Y-1, Y-2, Y-3; Elective Y-4  c) Clinical case presentations, sponsored by each departmental division, followed by discussion and review of contemporary state of knowledge. Format includes resident presentations and discussions with additional faculty discussant.  d) Twice monthly, 24 sessions |

If resident attendance is monitored, explain how this is accomplished and how feedback is given regarding non-attendance. (Limit 250 words)

|  |
| --- |
| Click here to enter text. |