

To access the report:

For program directors / program coordinators:

Log in to your ADS account and find the “Resident / Fellow Survey” heading on the left-hand menu. Click “Aggregate Summary Report.” The report PDF file will then load. You may get a message that “secured and unsecured items are on this page”. Click “Yes” to continue.

For DIOs:

Log in to your ADS account and find the “Program and Resident Information” heading on the left-hand menu. Click on “View and Update Sponsored Program’s Information” and look under the “Resident / Fellow Survey Report” column. If the column contains a date and the word “Complete” a report is available. Click the date and the report PDF file will then load. You may get a message that “secured and unsecured items are on this page”. Click “Yes” to continue.

If the report is too small, you may enlarge it by clicking on the + symbol (the Zoom In symbol) on the upper right-hand side of the page.

If you get a message that the survey will be available after a certain date, this means that residents / fellows are still completing the survey. Please check back after the date indicated.

If you get the message that 70% response is required, this means that 70% of the program’s residents / fellows did not complete the survey. In that case, no data are available to the program or to the program’s sponsor. Programs with fewer than four residents / fellows will not see aggregate reports in order to maintain the anonymity of the residents.

More than one report for your program may be available. Use the “lookup” button at the top to see multiple administrations. The survey format changed in January of 2007, and again in January 2009. This guide is for those current versions. The 2004 - 2006 survey guide is here: http://www.acgme.org/acWebsite/ads/rs_rep_faqguidelines.pdf

The report itself:

The first section of the report, shown below, contains the program’s 10-digit number, name, when residents / fellows responded to the questions, how many residents / fellows the ACGME has on file for the program, and how many responded to the survey. We require that 70% of a program’s residents / fellows complete the survey; if fewer than 70% respond, we provide no data to the program.

Resident / Fellow Survey Data Summary
 Program: [1401234567] ACGME University College of Medicine
 Specialty: Internal Medicine
 Residents / fellows responded to this Survey: December 2008

Total Residents / Fellows on Duty: 10
 Total Responses to Survey: 10
 Response Rate: 100%

In the body of the report are each item from the survey, the corresponding ACGME common program requirement, and the percentage of responses for each.

Any responses that are non-compliant with ACGME common program requirements are highlighted in grey. In the partial example below (only a part of the survey report), the first four questions each have a cell shaded. The common program requirement for the first two questions (II.B.1.a) states: “The faculty, furthermore, must devote sufficient time to the educational program to fulfill their supervisory and teaching responsibilities.” In this example, 30% of the residents / fellows responded *No* to the first question and 20% of the residents responded *No* to the second question. Looking at the total responses to the survey (ten, as given in the header above), this corresponds to three and two responses respectively. Questions 3 and 4 (based on common program requirement II.B.5.a) have 10% and 20% noncompliant responses respectively. Some survey questions, like Q3 and Q4 below, have the option *Not Applicable / Not Sure*, and the report lists percentages when those options are present in the survey. Otherwise, these columns are blank.

Common Program Requirement	#	Question	Yes	No	Not Applicable / Not Sure
II.B.1.a	Q1	Do the faculty spend sufficient time TEACHING residents/fellows in your program?	70.0	30.0	
II.B.1.a	Q2	Do the faculty spend sufficient time SUPERVISING the residents/fellows in your program?	80.0	20.0	
II.B.5.a	Q3	Do your faculty members regularly participate in organized clinical discussions?	90.0	10.0	10.0
II.B.5.a	Q4	Do your faculty members regularly participate in rounds?	60.0	20.0	20.0

The numbering of the common program requirements changed in 2007; reports from different years will have different program requirement numbers. Full text for all ACGME common program requirements may be found here: http://www.acgme.org/acWebsite/dutyHours/dh_dutyhoursCommonPR07012007.pdf

The second section of the survey contains duty hour questions. These questions match the wording of the common program requirements. Residents / fellows are asked to read each requirement carefully and give their honest evaluations of their experience. Five questions from the sample report below show the question and response layout.

For reports from 2009: In the most recent (2009 administration) version of the survey, there are five response options (*Always, Frequently, Sometimes, Rarely, Never, and Not Applicable*). Any response in *Sometimes, Rarely, or Never* is shaded. In the example below, Questions 20 through 24 all have at least one shaded box. Each shaded cell for Questions 20 through 23 contains 10% (1 respondent each, as there were 10 respondents to the survey, noted in the header above). Question 24 has a total of 30% non-compliant responses (n=3), 20% for *Sometimes*, and 10% for *Rarely*.

Have you met the following ACGME duty hour requirements?			Always	Frequently	Sometimes	Rarely	Never	Not Applicable
VI.D.1	Q20	Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.	70.0	10.0	10.0	10.0	0.0	0.0
VI.D.2	Q21	Residents and fellows must be provided with 1 day in 7 free from all educational and clinical responsibilities, averaged over a four-week period, inclusive of call.	70.0	20.0	10.0	0.0	0.0	0.0
VI.D.3	Q22	There should be a 10-hour time period provided between all daily duty periods and after in-house call.	60.0	10.0	10.0	10.0	10.0	0.0
VI.E.1	Q23	In-house call must occur no more frequently than every third night, averaged over a four-week period.	80.0	10.0	10.0	0.0	0.0	0.0
VI.E.2	Q24	Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. Residents / fellows may remain on duty for up to 6 additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics and maintain continuity of medical and surgical care.	60.0	10.0	20.0	10.0	0.0	0.0

For reports from 2007 and 2008: In these two years, the duty hour questions had only three response options (*Always or Usually, Sometimes, and Rarely or Never*), plus a *Not Applicable* response. Any response of *Sometimes* or *Rarely or Never* is shaded. In the example below, Questions 20 and 21 show that 10% of the residents / fellows (n=1) responded *Sometimes*; Question 23 had no non-compliant responses and Question 24 had a total of 30% (n=3) non-compliant response. (Notice that the program requirement numbers are different between the years because different sets of requirements were in effect during the survey. The requirements themselves are unchanged between the years.)

Have you met the following ACGME duty hour requirements?			Always or Usually	Some times	Rarely or Never	Not Applicable
VI.B.2	Q20	Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.	90.0	10.0	0.0	0.0
VI.B.3	Q21	Residents and fellows must be provided with 1 day in 7 free from all educational and clinical responsibilities, averaged over a four-week period, inclusive of call.	90.0	10.0	0.0	0.0
VI.B.4	Q22	Adequate time for rest and personal activities must be provided. This should consist of a 10-hour time period provided between all daily duty periods and after in-house call.	80.0	20.0	0.0	0.0
VI.C.1	Q23	In-house call must occur no more frequently than every third night, averaged over a four-week period.	100.0	0.0	0.0	0.0
VI.C.2	Q24	Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. Residents / fellows may remain on duty for up to 6 additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics and maintain continuity of medical and surgical care.	70.0	20.0	10.0	0.0

Question 29 asks residents / fellows about any duty hour issues they noted. Nothing in this question is highlighted as it is not a common program requirement. This question is included to help guide the site visitor to verify and clarify information from the duty hour section.

Have you met the following ACGME duty hour requirements?			Other services	Within my specialty	Both	Not Applicable
--	Q29	If you noted any issues with duty hours in the section above, would you say that those issues occurred mostly on rotations to other services outside your specialty?	60.0	40.0	0.0	0.0

For reports from 2009: to help quantify some of the duty hour question responses, three additional questions were added to the survey. These questions ask residents / fellows to provide actual numbers for three of the duty hour standards. The report lists the standard for each (e.g., “>80” for Q30), and what non-compliant values will trigger the shading, for example “>0” (any response greater than 0) for Q31 and Q32. In the example below, no respondents reported working more than 80 hours per week, but all respondents (n=10) reported working more than 30 continuous hours at least once. Similarly, 90% (n=9) reported getting fewer than 10 hours off duty between shifts at least once.

			Standard	Non-compliant values	% Non-compliant
VI.D.1	Q30	Averaged over your last 4-week rotation, excluding call from home, how many hours per week were you on duty?	80	>80	0.0
VI.E.2	Q31	How many times in the previous 3 months did you work more than 30 continuous hours?	30	>0	100.0
VI.D.3	Q32	How many times in the previous 3 months did you get fewer than 10 hours off duty between duty shifts?	10	>0	90.0

It is the role of the site visitor to explore and clarify all responses that suggest potential non-compliance (the shaded areas in the Survey Summary) with the ACGME’s common program requirements. The site visitor will pay particular attention to the duty hour items and to items with a substantial number of non-compliant responses. Site visitors may find that issues marked as non-compliant survey responses have been corrected since the survey, suggesting that the program and its institution have used the survey data to improve these areas. The site visitor will document this in his or her report. The site visitor’s report will also contain information as to which survey questions or phrases, if any, may have been misunderstood by the respondents.

PLEASE NOTE: Any and all decisions as to a program’s compliance with ACGME requirements and accreditation status are under the sole purview of the residency review committee. The information from the survey may or may not be relevant to accreditation decisions, and will be used as the committee sees fit.