

## 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 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 & Resident Information" heading on the left-hand menu. Click on "View and Update Sponsored Programs" and look under the "Resident / Fellow Survey Report" column. If the column contains the word "Complete" and a date, a report is available for that program. 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 respondents.

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, January 2009, and in January 2010. This guide is for the current version, administered in 2010. Previous report guides may be found under this link on the ACGME website: [http://www.acgme.org/acWebsite/resident\\_survey/res\\_index3.asp](http://www.acgme.org/acWebsite/resident_survey/res_index3.asp)

*Special note: this report guide illustrates the report available during survey administration (January through June, 2010). After all data are collected, these reports will be amended, adding normative data allowing programs to see how their responses compare to national data.*

## 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: [4001234567] ACGME University College of Medicine  
Psychiatry  
Residents / fellows responded to this Survey: January 2010

Total Residents / Fellows on Duty: 4  
Total Responses to Survey: 4  
Response Rate: 100%

The body of the report contains the question number, question text and the percentage of residents in each response option.

Any responses that are potentially noncompliant with ACGME common program requirements are highlighted in grey. In the partial example below (only a part of the survey report), three of the first four questions each have a cell shaded. The common program requirement for the first two questions (III.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, 100% of the residents responded Yes to the first question (no grey shading) and 50% of the residents responded No to the second question. Looking at the total responses to the survey (four, as given in the header above), this corresponds to zero and two responses respectively. Questions 3 and 4 have 50% and 75% 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.

#	Question	Yes	No	Not applicable
1.	Do the faculty spend sufficient time TEACHING residents/fellows in your program?	100.0	0.0	
2.	Do the faculty spend sufficient time SUPERVISING the residents/fellows in your program?	50.0	50.0	
3.	Do your faculty members regularly participate in organized clinical discussions?	50.0	50.0	0.0
4.	Do your faculty members regularly participate in rounds?	25.0	75.0	0.0

Full text for all ACGME common program requirements may be found here:

[http://www.acgme.org/acWebsite/dutyHours/dh\\_dutyhoursCommonPR07012007.pdf](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 are asked to read each requirement carefully and give honest evaluations of their experience since the beginning of the current academic year. Four questions from the sample report below show the question and response layout.

Any response in *Sometimes*, *Rarely*, or *Never* is considered potentially noncompliant and is shaded. In the example below, Questions 20b through 20d all have at least one shaded box. As there are four respondents in total for this program, each 25% response represents one resident. Item 20d (about in-house call frequency) has the highest rate of potential non-compliance, with only one resident reporting that they met this requirement Extremely or Very Often.

Since the beginning of the current academic year, how often have you met the requirement that:		Extremely often	Very often	Sometimes	Rarely	Never	Not applicable
20a.	Duty hours must be limited to 80 hours per week (88 for those programs having duty hour exceptions), averaged over a four-week period, inclusive of all in-house call activities.	50.0	50.0	0.0	0.0	0.0	0.0
20b.	Residents / fellows must be provided with 1 day in 7 free from all educational and clinical responsibilities, averaged over a 4-week period, inclusive of call.	25.0	50.0	0.0	25.0	0.0	0.0
20c.	There should be a 10-hour time period provided between all daily duty periods and after in-house call.	25.0	25.0	25.0	25.0	0.0	0.0
20d.	In-house call must occur no more frequently than every third night, averaged over a four-week period.	25.0	0.0	25.0	50.0	0.0	0.0

Question 21 asks about any duty hour issues respondents 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.

#	Question	Other services	Within my specialty	Both	Not applicable
21.	If you noted any duty hours issues in the section above, would you say that those issues occurred mostly on rotations to other services outside your specialty?	50.0	50.0	0.0	0.0

It is the role of the site visitor to explore and clarify all responses that suggest potential noncompliance (such as 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 noncompliant responses. Site visitors may find that issues marked as noncompliant 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.**