

Supplementary Data

Interview Guide: ACGME Milestones in the Real World

Thank you for volunteering to participate in this interview. This is an IRB exempt study being done as part of my thesis project for a Master's degree in Health Professions Education. While my interest in Transitional Year Milestones stems from my own work as both a Program Director and TYRC member, this study is independent of any accrediting or sponsoring institution involved in decisions that affect TY programs or learners. My objective is to learn how Clinical Competency Committee (CCC) members understand and apply the ACGME Milestones in learner assessment. This interview should last between 30 and 60 minutes.

Your participation is completely voluntary and you may stop the interview at any time or decline to answer specific questions. Everything said in this interview will be confidential and anonymous. Nothing said in this discussion will impact you, your residents, your program, or your institution. I am recording our conversation so that it can be accurately transcribed for analysis, but there will be no personal identifiable information stored with these transcripts. Access to the data will be restricted to the members of the research team and not used for any other purpose. Are you willing to continue as a participant in this study?

Participant Demographics

What is your medical specialty of practice?

How long have you been out of GME training?

How long have you been teaching in a GME setting?

How long have you been on a Transitional Year CCC either at your current or prior institutions?

Are you now, or have you ever been, a member of a CCC in another specialty?

Does your hospital have an affiliation with a medical school?

Does your program have a military affiliation?

Committee demographic information

How many members are on your CCC?

How often does your CCC meet? How do they meet? *Probe, as needed, for details about frequency (scheduled and/or ad hoc), format (in-person, tele-conference, etc), and length.*

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Do you receive any training specific to your role on the CCC?

If yes: describe this training. *Probe, as needed, for details about timing (one-time or recurrent), length, format, and content.*

When did your CCC last meet?

Keeping this most recent CCC meeting in mind, describe what data inputs were used to determine milestone values for a learner.

Describe the process your committee uses to work through this assessment.

Probe as needed to get an idea of what data is used and how the process works. Examples of data inputs include rotation evaluations, observed encounters, evaluations from patients and/or peers, exam data, etc. The process will include how those inputs are compiled and used in the group decision. Examples include having one member summarize the data and present it to the group, having each member review the data individually, and reviewing the data together at a meeting.

If not previously mentioned, does your program ask residents to complete self-assessment using Milestones? If yes, how are these utilized?

Response process

I now want to shift to discussing your thoughts and approach to Milestones as an individual member of the CCC. While this may be influenced by prior trainings and discussions with others both in and out of your CCC meetings, I am interested in your personal opinions.

In your own words, what is the purpose of Milestones?

Can you share your mental model of how a specific learner should progress along the Milestone continuum? *Probe as needed to determine if there connections to time in training as well as if there is expected variability between each Competency and/or individual Milestones.*

These next questions will focus on the specific Milestone of Patient Care 1. Please take a minute to review this Milestone (screen share) before we proceed.

In your own words, what does this Milestone mean to you?

What are the ways in which you could determine the learner's level on this Milestone? *Probe as needed for specific evaluations, assessments, observations, etc. that could inform the decision-making for the individual participant.*

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Thinking specifically about your most recent CCC meeting:

-What were you thinking when assigning a level to a learner on this specific Milestone?

-How did you arrive at the assigned level? How confident are you in your determination?

These next questions will focus on the specific Milestone of Systems Based Practice 3. Please take a minute to review this Milestone (screen share) before we proceed.

In your own words, what does this Milestone mean to you?

What are the ways in which you would determine the learner's level on this Milestone?

Probe as needed for specific evaluations, assessments, observations, etc. that could inform the decision-making for the individual participant.

Thinking specifically about your most recent CCC meeting:

-What were you thinking when assigning a level to a learner on this specific Milestone?

-How did you arrive at the assigned level? How confident are you in your determination?

How does the format of this Milestone (as compared to the prior one) impact your approach?

How does it impact your confidence level? *Probe as needed to address effect of multiple listed tasks in single Milestone.*

Pandemic impact

Describe how the pandemic has impacted assessment of your residents.

How has it changed the deliberations of your CCC?

This is the end of the interview questions. Ask any relevant clarifying questions before concluding.

Is there anything else you would like to add? Thank you for your time and participation.

Description of Observed Transitional Year Clinical Competency Committee (CCC) Meetings

Program #1 CCC

- CCC meeting was held using a virtual platform with no in person option due to the pandemic.
- Each CCC member was assigned two to three residents and had the responsibility to: fully review all assessment data for their assigned resident in advance of the meeting; recommend to the full CCC initial Milestone ratings based upon this data. Each resident's review was done by a single CCC member.
- Data inputs: end of rotation assessment forms, observed clinical encounter assessments, patient assessments, procedure and patient logs, completion of required online educational modules, peer assessment forms (for second half of academic year)
- At the meeting, the proposed Milestone ratings for each resident were presented to the committee by their assigned CCC member. The committee viewed numerical assessment data only (resident and group mean values) with representative meaningful narrative comments selected by the presenting CCC member read aloud.

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- Discussion ensued for the full CCC to concur with or modify the proposed Milestone ratings.

Program #2 CCC

- CCC meeting was a hybrid of virtual and in person, with most members attending in person.
- Full assessment data for all residents was reviewed by the Program Director and two Associate Program Directors (one being the CCC chairperson) in advance of the meeting. This leadership group met separately to collaboratively determine draft Milestone ratings for each resident. There was no expectation for advanced assessment data review by CCC members.
- Data inputs: end of rotation assessment forms
- At the meeting, the proposed Milestone ratings for each resident were presented to the committee by the CCC Chairperson. The committee viewed numerical assessment data (resident and group mean values) in addition to selected representative meaningful comments selected by program leadership for each resident as (s)he was discussed.

Program #3 CCC

- The CCC meeting was hybrid with a roughly equal split between virtual and in person attendees.
- This CCC meeting was actually two separate meetings held sequentially. In the first meeting, half of the full CCC membership (group 1) reviewed half of the residents with the CCC chairperson. At the second meeting, the other half of the CCC membership (group 2) reviewed the remaining half of the residents with the CCC chairperson.

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- The two Associate Program Directors (one being the CCC Chairperson) split the residency class in half and each reviewed the full available assessment data for their half of the residents and determined draft Milestone ratings. The Program Director also reviewed the available assessment data for all residents and reviewed the ratings given by the Associate Program Directors with any disagreements resolved through discussion. CCC members were given summarized data that included the suggested Milestone ratings to review in advance of the meeting.
- Data inputs: end of rotation assessment forms, peer assessment forms, assessment of participation in non-clinical curricular activities (simulations and group didactics designed, run, and assessed by program leadership), completion of administrative requirements
- At the meeting, the proposed Milestone ratings for half of the residents were presented to one half of the committee (the first group) by the CCC Chairperson. The committee viewed numerical assessment data (resident and group mean values) only during the meeting without narrative comments, but could reference their advanced materials with additional information (to include narrative comments).

Program #4 CCC

- The CCC meeting was hybrid with most members attending virtually.
- Full assessment data for all residents was reviewed independently by the CCC Chairperson with draft Milestone ratings assigned by the CCC Chairperson. The Program Director also reviewed all data and discussed the CCC Chairperson's draft ratings.
- Each CCC member was assigned one to two residents with responsibility for reviewing all of their assessment data before the meeting, but not for assigning Milestones ratings.

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- Data inputs: end of rotation assessment forms, participation in quality improvement activities, didactic attendance records
- At the meeting, the proposed Milestone ratings for each resident were presented to the committee by the Program Director with additional information added by the CCC Chairperson and assigned CCC member.
- The committee viewed numerical assessment data (resident and group mean values) in addition to selected representative and meaningful narrative comments chosen by the CCC Chairperson.