Appendix A. Non-clinical Time Survey

The purpose of this survey is to characterize and quantify how much faculty time is required to perform the requirements for ACGME accreditation for Family Medicine residency programs. This information will be used to create a national standard for academic (non-clinical) time for Family Medicine residencies.    
    
When considering your faculty, please include physician faculty (MD’s or DO’s), behavioral health faculty (PhD’s, MSW’s, etc.), pharmacists (PharmD’s), or other professionals that contribute significantly to the training and evaluation of your residents. Please fill out the following survey as accurately as possible to help us achieve this goal. Some of the questions will ask you to estimate total time that you and your faculty spend on certain tasks so it may be helpful to have faculty schedules available as you answer the questions.

Select the type of residency program you direct:

* University-Based (1)
* Community-Based, University-Affiliated (2)
* Community-Based, Non-Affiliated (3)
* Military (4)
* Other (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what state is your residency program located? (This information will be aggregated into regions before data is disseminated.)

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How would you describe your practice location?

* Urban (1)
* Suburban (2)
* Rural (3)
* Other (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many total family medicine residents do you have in your program (count all PGY years together)?

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How many faculty do you have in your residency program, including physicians, pharmacists, behavioral health, and others? When considering your faculty, please include physician faculty (MD’s or DO’s), behavioral health faculty (PhD’s, MSW’s, etc.), pharmacists (PharmD’s), or other professionals that contribute significantly to the training and evaluation of your residents.

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The following table asks you to provide information about faculty time in terms of **Full Time Equivalent (FTE)**, where FTE generally denotes a full-time person who works 40 hours per week (1.0 FTE). Please give amounts in FTE for all faculty in your program (rounding to the nearest tenth of a FTE). Do not include faculty time that is allocated for non-residency work. Resident clinical care includes precepting residents in the Family Medicine Center, rounding with residents in the hospital, delivering babies with residents, etc.   
   
 **Here is an example of how to complete the chart:**  
 *If you have one physician faculty member who sees patients 3 half days per week, precepts residents 2 half days per week, and has 5 half days per week of academic time, the chart would look like this*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Faculty | Direct clinical care without residents | Supervising resident clinical care | Non-clinical time devoted to the residency | Faculty Type (MD, DO, Behavioral Health [BH], PharmD, Other) |
| Faculty | .3 | .2 | .5 | MD |

Please provide faculty time in the chart below in terms of Full Time Equivalent (FTE):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Direct clinical care time without residents (1) | Supervising resident clinical care (2) | Non-clinical time devoted to the residency (3) | Faculty Type (MD, DO, Behavioral Health [BH], PharmD, Other) (4) |
| Program Director (1) |  |  |  |  |
| Faculty 1 (2) |  |  |  |  |
| Faculty 2 (3) |  |  |  |  |

The following questions ask for a total number of faculty hours spent in **an average month**.  Please give a total amount for all faculty in your program.

Approximately how much time (in hours) do you and your faculty spend advising, evaluating and giving feedback to individual residents **in an average month**?    This timing includes filling out resident evaluations, giving feedback to residents, direct observation of reviewing residents as a group, preparing for and meeting with residents for advisor meetings, working with struggling residents, Clinical Competency Committee (CCC), and creating summative evaluations for residents.    
*Example: Five faculty spend one hour per month reviewing one class of six residents, each of the five faculty spends 0.5 hours per month filling out evaluations and giving feedback to residents, and three faculty members spend an average of 1 hours per month each serving on the CCC. The total per month would be 5 x 1 hour plus 5 x 0.5 hours plus 3 x 1 hour = 10.5 hours per month.*

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Approximately how much time (in hours) do you and your faculty spend creating and giving didactic lectures and workshops for residents **in an average month**?

*Example: one faculty gives a one-hour lecture per week and two faculty oversee a two-hour procedural workshop per month. Each lecture and workshop requires three hours for each faculty to prepare. The total is (1 one-hour lecture + 3 hours of prep time) x 4 weeks + (2 x two-hour workshop + 2 x three-hour prep time) = 26 hours per month.*

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Approximately how much time (in hours) do you and your faculty spend in administration of the program **in an average month?**   Administration time includes creating policies and procedures, creating schedules, writing summative evaluations of residents, attending faculty meetings, sending information to the ACGME and ABFM, performing annual program evaluations, and serving on committees related to your role as a faculty.

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The following questions ask for a total number of faculty hours spent in **an average year**. Please give a total amount for all faculty in your program.

Approximately how much time (in hours) do you and your faculty spend creating and evaluating residency curriculum **in an average year**?

*Examples include overseeing and evaluating rotations and other longitudinal curricula.*

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Approximately how much time (in hours) do you and your faculty spend on scholarship **in an average year?**

*Scholarship time includes conducting research, quality improvement (QI) projects, publishing manuscripts, presenting at regional and national forums, serving on regional and national committees, engaging in legislative and advocacy initiatives, and mentoring residents with their own projects.*

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Approximately how much time (in hours) do you and your faculty spend on recruitment and interviewing of residency candidates **in an average year?**  
*Recruitment time includes interviewing candidates, corresponding with candidates, reviewing applications, attending recruiting fairs, and creating rank lists.*

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Approximately how much time (in hours) do you and your faculty spend on faculty development specifically related to your roles as faculty **in an average year**?  
*Faculty development time includes creating, giving, and attending continuing education for faculty development in your department and attending outside meetings and conferences such as STFM, PDW, and RPS.*

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