



## Precepting Program Application

Version: 2/2019  
Progress: 0%  
Status: Draft

### Precepting Program Application

\* Academic Unit Name:

#### Portfolio Placement

Demo Residency

Portfolio Approval Period: 05/01/2017-05/01/2019

### Instructions

This application should be completed by Programs seeking approval in the Precepting Program to become an approved sponsor of Performance Improvement Activities Preceptors.

**Note: This application saves your entries as you go.**

If you have any questions about the Precepting program, please contact us at [help@theabfm.org](mailto:help@theabfm.org) or at 877-223-7437.

\* Academic Unit Name:

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\* Select the option that most closely describes your organization:

\* Medical school type:

	<b>* Residency type:</b>
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	<b>Please describe if other:</b>
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<b>2</b>	<b>* Mailing address:</b>
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<b>3</b>	<b>* Residency program or organization website:</b>
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<b>4</b>	<b>* Have you had one or more quality improvement activities approved by the ABFM in other pathways (e.g., organization, self-directed, etc.)?</b>
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<b>4</b>	<b>* Please describe the processes you will use to implement and monitor the quality improvement projects within the precepting program.</b>
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<b>5</b>	<b>* Who is the faculty member who will be responsible for quality improvement projects within the precepting program?</b>  <b>Name</b>
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	<b>* Title</b>
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<b>6</b>	<b>* Describe the entity or group that oversees quality improvement projects within the organization, including:</b> <ul style="list-style-type: none"><li>. How the entity or group evaluates quality improvement projects</li><li>. How the entity or group is organized</li></ul>
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<b>7</b>	<b>* Will this entity or group be utilized to manage the review of quality improvement projects for inclusion in this program once approval is granted?</b>
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\* Who will be the primary contact (Portfolio Manager) for the ABFM for this program?

Name

\* Email

\* Phone:

*Phone numbers should be provided in 111-111-1111 format*

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\* Describe your programs and resources for training physicians in quality improvement.

10

\* Describe how your program plans to implement quality improvement projects.

11

\* Describe how your program will assess and document physician participation in quality improvement projects and meeting precepting hours.

12

\* Describe how your program funds quality improvement projects.

*Your program must comply with the [ABFM Industry Support Policy](#) for any quality improvement projects submitted through this program.*

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\* Number of community preceptors who will likely participate in this program:

*Community preceptors are defined as teachers who practice off-campus and who do not have a primary appointment in your department or institution.*

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\* Number of preceptors employed by the academic unit who will likely participate in this program:



The **Precepting Performance Improvement Program** (Precepting Program) allows academic units (Sponsors) to develop and oversee the completion of performance improvement (PI) projects that meet the ABFM Family Medicine Certification requirements. Approved Sponsors will be able to develop and oversee PI projects for teaching physicians without having to submit an application for each activity for ABFM review.

To participate in the Precepting Program, Sponsors must attest to comply with the ABFM requirements for organizations, projects, and physician participation.

## A: ORGANIZATIONAL REQUIREMENTS

Sponsors participating in this program will be expected to meet the following requirements and responsibilities:

### A1. Auditable Record-Keeping

The Sponsor must demonstrate effective mechanisms for ensuring that physicians who would receive PI credit have meaningfully participated in the PI project. This includes, but is not limited to maintaining an auditable record-keeping system to track physician participation in the approved PI project. The ABFM reserves the right to request such documentation by means of an audit process. Sponsors will be notified at least 60 days prior to an audit request.

### A2. Portfolio Manager

Identify a portfolio manager to oversee the program's portfolio, submit required reports, and physician completion results.

### A3. Track Physician Participation and Notify ABFM of Completion

The ABFM expects that Sponsors will track teaching hours and notify the ABFM in a timely manner when a physician has successfully completed the requirements and attested to his or her participation to ensure that PI credit is awarded.

## B. PERFORMANCE IMPROVEMENT REQUIREMENTS

The PI activity associated with the Precepting Program must meet the following requirements to be approved by the Sponsor for PI credit:

### B1: Defined Project Aim and Intervention(s)

An explicit aim for improvement that will benefit the teaching physician and the medical student or resident should be expressed in a statement that describes what will be improved, a desired goal, and a timeframe for achieving improvement. Interventions should be clearly defined to achieve the stated aim and may include relevant changes such as (but not limited to):

- An online course(s), evidence-based reading, or in-person training to address a specific area of teaching performance
- Implementation (through teaching of medical students or residents) of skills developed through course/training

### B2. Include At Least One Improvement Cycle

The ABFM requires a minimum of baseline measurement prior to implementing an intervention, a re-audit post-intervention, and a comparison of the two. Baseline and post-intervention data should be collected from both the educator and the learner.

Baseline data may include (but is not limited to):

- A self-evaluation of teaching skills performed by the teaching physician
- An assessment of the teaching physician by the Sponsor

Post-intervention data may include (but is not limited to):

- Follow-up assessment from medical student(s) or resident(s) and self-evaluation/reflection by the teaching physician
- Follow-up assessment of the teaching physician by the Sponsor

### B3. Comply with the ABFM Industry Support Policy

The ABFM Industry Support Policy is available [here](#).

## C. MEANINGFUL PARTICIPATION REQUIREMENTS

To receive ABFM PI credit for the Precepting Program, the teaching physician must meaningfully participate by:

- **C1:** Complete an attestation appropriate to the teaching physician's work setting.
- **C2:** Complete at least 180 1:1 contact hours.
- **C3:** Participate in implementing the chosen intervention(s)-the changes designed to improve the teaching process appropriate to the teaching physician's work setting.
- **C4:** Review project data-including the pre-and post-data from the medical student or resident-in accordance with the Sponsor's project plan.
- **C5:** Demonstrate active collaboration, as needed, in the implementation of the project (e.g., meetings, data analysis, implementation training, etc.).

**\* By submitting this application you agree to abide by the rules and requirements of the ABFM Precepting Program and attest that you are authorized to make such agreement on behalf of your organization:**