## EPA Program Implementation Checklist

**PROGRAM DIRECTOR, RESIDENCY ADMINISTRATOR, PROGRAM CHAMPION**

### STARTING
- ✓ Review full suite of EPAs for your specialty area available on the ABS website (PD, RA)
- ✓ Identify EPA Program Champions to act as local resource (PD)
- ✓ Review and share existing EPA ABS website content with faculty and trainees (PD, RA, PC)
  - ✓ Videos (Vimeo channel), FAQs, live and recorded webinars/town halls
- ✓ Review Grand Rounds video or schedule live Grand Rounds with ABS EPA Speakers Bureau (PD, RA)
- ✓ Process Data Use Agreement with SIMPL Collaborative (PD, RA)
- ✓ Register faculty and trainees for app use (RA)
- ✓ Review ABS EPA App Demo
- ✓ Review SIMPL Collaborative Admin Site Training recording
- ✓ Review the “Train the Trainers” webinar series (PD, RA, PC)
- ✓ Consider recruiting non-surgical faculty as assessors where appropriate based on who directly observes trainee performance
- ✓ Train chief residents or fellows parallel to faculty if program desires to use them as additional assessors of more junior trainees (not in lieu of faculty, but for additional feedback)

### SCALING
- ✓ Remember, progressive engagement is a win for first year
- ✓ Generalize use for all trainees to engender frequent micro-assessment habit
- ✓ Schedule journal club on EPAs and CBME (PD, RA)
- ✓ Review engagement data at departmental conferences at least monthly (PD, PC)
- ✓ Consider using gaming strategies/rewards for high performance (trainee and faculty exemplars) (PD, PC)
- ✓ Provide feedback to ABS re: challenges, recommendations for improvement (PD, RA, PC)

### SUSTAINING
- ✓ Educate faculty and trainees in use of dashboard reports and analytics (PD, RA, PC)
- ✓ Train CCCs in using EPA data as part of summative assessment process (PD, PC)
- ✓ Expand footprint of use in program to more services/trainees if not already ongoing (PD, PC)
- ✓ Assess best practices that are working in your program and apply to less successful services (PD, RA)
- ✓ Use engagement with EPAs and faculty development efforts for same as part of WebADS reporting to ACGME (PD, RA)
- ✓ Consider eliminating or streamlining other assessment tools now being addressed with EPAs (OPRs, CAMEOs) (PD)
- ✓ Use EPA micro-assessment conglomerate data to streamline end-of-rotation assessments
- ✓ Train new faculty, new first year class in use of EPAs (PD, PC)