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Program Director's Training Course





PDTC-12: ACGME Site Visit



ACGME Site Visit: The Process

- ACGME requirement

- Need to see it as a QI activity for your program
- Field staff to verify items in the PIF submitted to the ACGME
- Site visit includes meetings with:
 - The program director, APD, residency coordinator
 - The core faculty
 - The residents
 - Sometimes the Dean
- After the visit they report to your respective RRC
- Your RRC meets as scheduled, decides and notifies you of your accreditation cycle.

ACGME Site Visit: Strategies for Success

- RRC Review:
 - From your last site visit
 - Focus on the citations and plans of action
- The annual review
 - This is a curriculum review and needs to be updated accordingly
- Internal review
 - Another useful tool specially in regard to the recommendations

Site Visit Time Line

- 6-8 months

- Resident survey

- 120 days

- You will get a letter from the ACGME

- 6 weeks

- You will be contacted by the field representative

The Site Visit

- 1-4 weeks after the site visit the surveyor will generate the report to the ACGME

- After the RRC meeting within 2 weeks you are notified of your accreditation cycle.

- Between 1-2 months of the notification you will receive an accreditation letter with more detail information and the citations and if progress report is required.

The PIF

- RRC specific
- Available at your ACGME web site
- Most time consuming endeavor
- Should be the ultimate responsibility of the PD
- Answers should be clear and concise
- Make sure you data is accurate
- Proof read
 - Have the DIO review it
 - Have a consultant review it

Supporting Documents

- Residents' manual
- Goals and objectives
- Duty hour documentation
- Didactic conference schedules
- Procedure logs
- Resident folders with faculty evaluations, semiannual evaluations, rotation schedules, etc
- In-training exam scores
- Board exam scores

Briefing of Faculty and Residents

- Send them a copy of the PIF
- Remind them of the ACGME website
- Resident manual
- Resident survey

Summary

- Site visit is one of the major events in the history of a GME program
- A proactive approach is the best strategy for a successful visit
- PIF quality is the best predictor of success
- Educational outcomes is already an expectation
- Make the site visit as pleasant to the filed surveyor as possible



End of Presentation