


Accreditation Council for Graduate Medical Education




Review Cycle 101: Before the Site Visit

New Coordinators Pre-Course
2008 ACGME Annual Educational Conference
Grapevine, Texas

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Why Do We Do Site Visits?

- They are conducted in accordance with established accreditation policies to:
- Verify information in the PIF
 - Address all relevant aspects of the program
 - Provide information to assist RRC in making accreditation decisions


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Preparing for the Site Visit

- Essential information and helpful suggestions

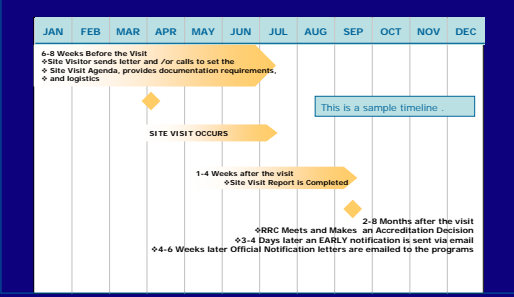


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Common ACGME Acronyms

- ADS – Accreditation Data System
- DIO – Designated Institutional Official
- FS – Field Staff
- SV – Site Visit
- PR – Program Requirements
- PIF – Program Information Form

Visit to Visit An Ideal Time Line




This is a sample timeline . . .

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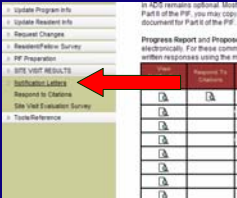
Preparing for the Site Visit Step 1

- Update ACGME Accreditation Data System (ADS) (assists in generating the Common PIF, which used to be known as Part I of the PIF)
- Review notification letter from the program's last site visit
- Review the current set of program requirements for your specialty
- Make sure that you use the most current PIF available on the web site

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Site Visit Results



Review resulting notification letter

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Preparing for the Site Visit Step 2

Program Information Form (PIF)


- PIF is the basis for the site visit
- Reflects your programs compliance with the program requirements
- Contains everything the RRC wants to know
- DO NOT attach anything that is not requested

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Preparing for the Site Visit Step 3 – PIF Preparation


- Start early
- Proofread the PIF questions carefully
- Duplicate using one-sided copy
- Use rubber bands or clips – DO NOT CERLOX
- Send one copy of PIF to SV 14 days in advance of the site visit – recommend overnight mail for tracking purposes

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Preparing for the Site Visit

Step 4 – PIF Preparation *(cont'd)*


- Do NOT send PIF's to ACGME Chicago office
- Your Program Director is ultimately responsible for PIF content
- Review citations (if any) from last full program review with key faculty
- Make sure the PIF is signed by the Program Director and the DIO

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Preparing for the Site Visit


Step 5 – PIF Preparation *(cont'd)*

- Involve residents
- Develop timetable
- Identify key individuals for each section - you know who you can count on
- Set deadlines for completion
- Allow PLENTY of time for review of final documents
- Be familiar with current program requirements

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Preparing for the Visit

- PIF Suggestions
 - Block diagram is important
 - Provide a key to abbreviations
 - Get PIF to Site Visitor on time
 - KNOW YOUR PIF




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What Does the Site Visitor Know About You?


EVERYTHING !!!!!!!!!!!!!



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What Does the Site Visitor Know About You? (Really)

- Program history
- Previous letter of accreditation [citations]
 - *RRC actions*
- Institutional history
- Resident questionnaire

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What Do I Need to Have Available for the Site Visitor?


- All relevant documents noted in the addendum letter attached to your site visit announcement letter and also any specialty specific information requested with your PIF

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Who You Gonna Call?


- Call Associate Director of FS Mr. Jim Cichon 312.755.5015 for:
 - Site visit scheduling, postponement, and to comment about a member of the FS
- Call the Site Visitor for:
 - Logistics issue related to a scheduled site survey



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Who You Gonna Call? (cont'd)

- Call the Review Committee Team Members for:
 - Program requirements, PIF content, RRC review and accreditation decisions
- Call or e-mail ADS team (webads@acgme.org) for:
 - PIF problems, or problems downloading information from web site

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