


Accreditation Council for Graduate Medical Education



## Review Cycle 301: Preparing for the Next Site Visit

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

**Felicia Davis**  
Senior Accreditation Administrator  
Review Committee for Internal Medicine

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## What Can I Do?

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## What Do I Do Between Site Visits?

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Overview

- Ongoing process
- Know the program requirements
- Keep up-to-date documentation and records
- Keep current



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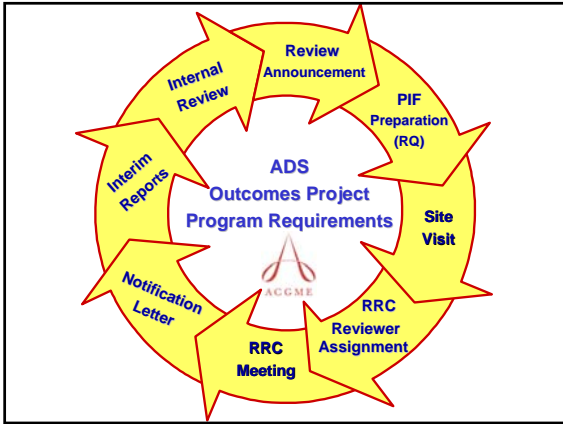
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### Ongoing Process



- Start early!!!!!!!
- Begin with notification letter
- Understand the alphabet soup
- Know how the ACGME/RC functions

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### Know the Program Requirements

- Common PRs/specialty specific PRs
- Program requirements are complex
- Demonstrated knowledge of PRs
  - Suggest changes in program to PD
  - Review changes for consistency with PRs
  - Be spokesperson for PD with faculty, residents and administration

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## Documentation and Record Keeping

- Get organized
- Gather data ahead of time
  - Faculty credentials
  - Research bibliographies
  - Hospital statistics
  - Conference schedules
  - BE PERSISTENT with evaluations and procedure documentation




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## Keep Current

- Use the Web
  - ACGME website
  - Review Committee webpage
  - New/revised program requirements




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## Keep Current (cont'd)

- Contact ACGME or RRC staff
- You are NOT alone!
  - At your institution
  - Nationally
  - Specialty organizations




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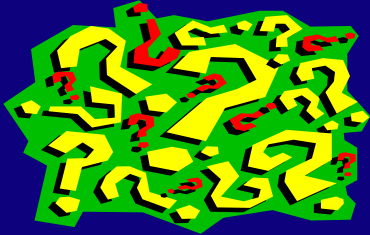
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## Questions?



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