

Accreditation Council for Graduate Medical Education 

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**Basic Session on the Accreditation Site Visit:**

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**Learner-Centered Objectives**

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Identify the function of the site visit and the role of the ACGME site visitor and their backgrounds

Explain the flow of information between the ACGME and the programs prior to the accreditation site visit

Summarize recent efforts to improve the site visit process

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**ACGME Overview**

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~ 120 staff members

~ 8,400 accredited programs

~ 105,000 residents

~ 245 volunteers (RRCs, Board of Directors and Committees)

~ 40,000 hours of volunteer work annually

~ 3.6 years overall cycle average (varies by specialty)

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## Annual Activities

- ~45% programs reviewed (~2,000 preceded by site visit)
- ~ 5,500 citations (less than 3% for duty hours)
- ~ 12,000 residents interviewed during site visits
- ~ 40,000 residents surveyed
- 2004-06 surveyed all residents/fellows
- 2007 new survey format, programs surveyed every two years

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## Site Visit to Site Visit – *An Ideal Time Line*

- On-going
  - Learn about changes in requirements, accreditation process
- Mid-point of Cycle
  - Internal Review (candid assessment of the program)
- ~ 6 to 18 months before the visit
  - Residents complete ACGME Resident Survey
  - Intent: (1) focus resident interview; (2) identify serious duty hour non-compliance for follow-up
  - Survey results available to program director/DIO with 70% response

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## Visit to Visit – *An Ideal Time Line (2)*

- 110 days before the visit
  - Electronic communication, announcing the date, site visitor and contact information copied to DIO
  - Followed by letter with detailed information
  - Begin PIF preparation** (2008 3-part PIF for most programs)
  - Detailed instructions on your RRC review site
  - You can start PIF preparation early; be sure to use "current version"
  - DIO involvement/review of PIF important

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### Requests for Changes in the Site Visit Date or the Site Visitor

For date or site visitor conflict, contact Field Activities staff immediately after receiving electronic notification of visit

Approach for postponing seeks to be fair to all programs

For dependent subspecialties, date changes are coordinated through the office of the core program director

Call Ingrid Philibert or Jim Cichon if you think the site visitor may have a conflict of interest

Late requests: DIO approval required, a fine may be assessed

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### Visit to Visit – *An Ideal Time Line (3)*

~ 6 weeks before the visit  
Site visitor calls for final logistics  
The site visit occurs

1 - 4 weeks after the visit  
Site visit report is completed

2 - 6 months after the visit  
RRC meets and makes decision  
3-4 days early notification, 4-6 weeks notification letters are sent

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### Expectations for Getting the Site Visit Report to Specific RRC/IRC Meetings

Field Activities staff cannot make promises, but will work to meet expectations whenever possible

**High priorities:**

- Applications, Programs (and institutions) on adverse actions to demonstrate improvement
- Requests for complement increases
- Complaints against programs (at request of the RRC)
- Other circumstances, as determined by RRC or program

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### Professionalism: **ACGME Site Visits**

- Are conducted in accord with established policies
- Provide accurate, meaningful data
- Verify/clarify information in the PIF
- Address all relevant aspects of the program
- Contain no recommendation for RRC action
- Are educational and non-adversarial
- Inform RRC accreditation decisions

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### Your Feedback, We Depend on it

- Feedback critical to improving ACGME field staff performance
- Collected via on-line survey
- Surveys are aggregated, comments are scanned and, if warranted, receive phone follow-up
- If the site visit was terrible or wonderful please let the Department of Field Activities know
- If the visit was terrible, you may request that the site visitor not be re-assigned to you (call Ingrid Philibert or Jim Cichon)

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