



Accreditation Council for Graduate Medical Education 


Preparing for (and Surviving) a Site Visit

John H. Beernink, M.D.
Accreditation Field Representative

Accreditation Council for Graduate Medical Education 

What should you learn today?

- Who are the Field Staff?
- How we work
- How we conduct a site visit
- What we need from you
- "Helpful Hints"

Accreditation Council for Graduate Medical Education 

Who are we?

30 Individuals
23 M.D.'s
6 Ph.D.'s
1 D.M.D.

Lots of experience
2 over twenty years (2500+ sites visits each)
9 over ten years

Biographies and photos on ACGME Web Site:
"Site Visit/Field Staff"



Who we are NOT!

- ❑ Specialist Site Visitors
In active practice in the specialty being reviewed
- ❑ Members of the RRC
- ❑ Decision Makers
- ❑ Board representatives
- ❑ Consultants
- ❑ The Enemy



How we work

- ❑ Contact the Program Director to set up the schedule
- ❑ Study the specialty's Program Requirements
- ❑ Study the PIF or IRD
- ❑ Travel to the site
- ❑ Conduct the site visit
Generally three site visits in a week
- ❑ Write the report



The Site Visit Report

- ❑ Review of the program's history
- ❑ Responses to previous citations
- ❑ Review of institutional issues impacting program
- ❑ Verification and clarification of PIF
- ❑ Review of the ACGME Resident Survey
- ❑ Specialty-specific issues



What does not go into the report

- Site Visitor's opinions
- Site Visitor's biases
- Site Visitor's judgments
- Single resident's axe to grind



Getting Ready for the Site Visit

- Letter from Ingrid Philibert (4 months before visit)
 - Read it carefully
 - Re-read it
 - Have a colleague read it
- Contact from Site Visitor (2 months before visit)
 - Telephone, letter, or e-mail
 - Questions? Call on Friday or e-mail



Preparing the PIF

- Answer questions clearly and briefly
- Correct pagination
- No extra attachments
- No binders or large clips



Preparing the PIF

- ❑ Grammar and spelling errors
- ❑ Bi-annual or Bi-ennial
- ❑ Send PIF to Site Visitor
 - 14 days before visit
 - FedEx or comparable service
 - To Site Visitor's address – NOT ACGME office
 - Don't ask for signed receipt
 - Detailed map to hospital, parking, and conference room
 - Schedule for the day



The Eleventh Commandment:

Thou shalt not change the PIF in any way after the copy has been sent to the Site Visitor



Getting Ready for the Visit (Part II)

- ❑ Reserve a conference room
- ❑ All interviews (including Department Chair and DIO)
- ❑ Large table
- ❑ Coffee and water
- ❑ Organization of documents



A Sample Site Visit Schedule

- 8:00-9:30 AM Meet with Program Director
- 9:30-9:45 AM Meet with Department Chair
- 9:45-10:15 AM Meet with DIO
- 10:15-11:15 AM Meet with other core faculty
- 11:15-12:00 PM Tour of training facilities
- 12:00-1:30 PM Lunch meeting with residents
- 1:30-2:00 PM Meet with Program Director



Lunch Meeting

- May be with residents or faculty
- Private room
- Not the cafeteria line
- Keep the menu simple
 - Sandwiches
 - Salads
 - Cookies and fruit



Meeting with Residents

- All residents if fewer than 12
- 10-12 if a large program
- Peer-selected from all levels
- Beepers and cell phones turned off

Accreditation Council for Graduate Medical Education 


Hospital Tour

- ❑ On-call rooms
- ❑ Libraries
- ❑ Conference facilities
- ❑ Research laboratories
- ❑ Clinics
- ❑ In-patient units (for some specialties)

Accreditation Council for Graduate Medical Education 

After the Site Visit

- ❑ Heave a sigh of relief
- ❑ Send your program coordinator
 - A dozen roses
 - A bottle of fine wine
 - Or a gift certificate to a nice restaurant

Accreditation Council for Graduate Medical Education 

Follow-up

- ❑ You'll be asked to provide an on-line evaluation of the visit and the site visitor. It is not sent to the SV until after his/her report has been filed.
- ❑ For problems with site visitors, contact Ingrid Philibert.



You Have Questions?

- About the PIF technical aspects
ACGME Web Site: www.acgme.org
helpdesk@acgme.org or 312-755-7464
- About PIF content
Call the RRC staff
- About the site visit
Call the Site Visitor
