

Preparing for an ACGME Site Visit: Getting your Ducks in a Row--The 10-year, 3-year, and 3-month schedules

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DISCLOSURES

Site-investigator on projects from Aimmune, DBV, and Regeneron.

Commercial Conflicts: None

Objectives

- Who are ACGME site visitors?
- Types and Purposes of site visits
- The 10-year plan
- The 3-year preparation
- The 3-month schedule
- The day of the site visit
- Virtual site visits

ACGME Site Visits and Visitors

- Purposes
 - Collect and assemble data to present to the ACGME specialty review committee to make accreditation decisions
 - Assess compliance and ongoing improvement during the 10-year visit
- Types of Visits
 - Full—Initial, 2-year, and 10-year visits
 - Focused—To assess specific complaints
- Site Visitors/ Field Staff (MD(#1),DO, PhD, DMD, JD, MPH, MBA)
 - <https://www.acgme.org/About-Us/Board-and-Staff/Field-Representatives>
 - Do not currently practice in the specialty
 - Do not make accreditation decisions or render judgments

The Site Visit Report

- Review of the program's history
- Responses to previous citations or concerns
- Verification and classification of the Program Summary Data (formerly, the Program Information Form, aka, PIF)
- ACGME Resident Surveys
- Specialty-specific issues
- This is an external program review.

Preparing for the 10-year Reaccreditation Visit—5-10 years away

- Maintain documentation
 - Committee meetings (Program Evaluation and Clinical Competency) (PEC/ CCC)
 - Fellow evaluations (Semi-Annual; Annual; Summative; 360)
 - Program/ Faculty evaluations by fellows (current/ alumni)
 - Program Letters of Agreement (PLAs)
 - Maintain orientation and program manuals
- Annual action plans based on PEC recommendations and exam scores (A3 projects/ Annual Program Evaluations (APEs))
- Address compliance issues and fellow departures clearly and promptly



The Self-Study Report (an internal program review): 2-3 years away

- <https://www.acgme.org/What-We-Do/Accreditation/Self-Study>
- Accreditation site visit occurs @ 18-24 months after submission of the Self-Study.
- Assemble a Self-Study Committee
 - Where have we been?
 - Where are we now?
 - Where are we going?
 - What should we improve?

The Self-Study Report

- ACGME Dept of Field Activities emails the program links and resources for Self-Study 7-8 months prior to the Self-Study date. Submit by the deadline.
- Verify all contact and other information in ADS
 - Keep faculty CVs up to date!
- Use this document to prepare for the 10-year site visit
- SWOT Analysis (Strengths/ Weaknesses/ Opportunities/ Threats)
- PDSA → Plan, Do, Study, Act

The Self-Study Document

- **Program Description and Aims**

Describe the program and its aims, using information gathered during the Self-Study.

- **Question 1: Program Description**

Provide a brief description of the residency/fellowship program, as you would to an applicant or a prospective faculty member. Discuss any notable information about the program.

- **Question 2: Program Aims**

Describe the program's aims.

- **Question 3: Program activities to advance the aims**

Describe current activities that have been, or are being, initiated to promote or further these aims.

The Self-Study Document

- **Environmental Context**

Summarize the information on the program's environmental context that was gathered and discussed during the Self-Study.

- **Question 4: Opportunities for the program**

Describe important opportunities for the program.

- **Question 5: Threats facing the program**

Describe any real or potential significant threats facing the program.

The Self-Study Document

Significant Changes and Plans for the Future

- **Question 6a: Describe significant changes and improvements made in the program over the past five years.**
- **Question 6b: Share the vision and plans for the program for the coming five years. What will take this program to “the next level”?**

Self-Study Process

- **Question 7a: Describe elements of the Self-Study process for your program.**

Provide information on your program’s Self-Study, including who was involved, how data were collected and assessed, how conclusions were reached, and any other relevant information.

The Self-Study Document

- **Question 7b: Describe the core program's role in the Self-Study(ies) of its dependent subspecialty program(s).**
- **Question 8: Describe learning that occurred during the Self-Study.** This information will be used to identify potential best practices for dissemination.

SUMMARIZE ACHIEVEMENTS

The 90-Day ACGME Notice/ the 3-Month Plan (for 10-year visits)

- For PDs, APDs, and PCs—adjust your schedules.
- Get help from the GME office.
- Assemble a committee of faculty and fellows.
- Set a checklist and goal
 - Follow instructions on the notification letter
 - Upload Program Information Form(PIF) /Summary Data and
 - Updated Block Diagram to ADS
- Submit the Self-Study Summary Update and Summary of Achievements

Self-Study Summary Update (prior to Site Visit)

- **Update 1: Updates/Changes to Information Provided in the Original Self-Study Summary**

Use this part of the form to describe any **changes or updates** to the information that was submitted in the original Self-Study Summary.

- **Update 2: Share the vision and plans for the program for the coming five years. What will take this program to “the next level”?**

3 Months/90 Days Away--Checklist

1. Current, signed Program Letters of Agreement (PLAs) & medical licenses
2. Files of current fellows and recent graduates (at least the past 5 years)
 - Evaluations of and by fellows of the program and faculty (completed and blank)
 - Semi-Annual and Summative evaluations
3. Block Diagram (Rotation Schedule) and Didactic/ conference Schedule for the current year
 - Documentation of attendance for conferences and didactics
4. Faculty roster, and CVs of PD/ APD.
5. Specific goals and objectives for rotations/ Procedure logs and competencies

Checklist, continued

6. Written description of the CCC
 - Membership
 - Meeting Notes
 - Milestone Reports
 - CCC Summary discussions with the fellow(s)

7. Written description of the PEC
 - Membership
 - Meeting Notes
 - Annual Program Evaluations and action plans

Checklist, continued

8. Duty Hours and Learning Environment

Moonlighting policy

Duty hours—monitoring and reporting compliance

Supervision of fellows, and progression of responsibility

Call schedules

Wellness and mental health access and initiatives

9. Quality Improvement and Patient Safety Projects

10. ADDRESS ANY CITATIONS OR MAJOR CHANGES

11. Upload all documents two weeks prior to the site visit date.

THE SITE VISIT LETTER

- 30-day notice to PD, PC, & DIO.
- Check re blackout dates for virtual visits
- Two accreditation field representatives may be present for the interview.
- List of documents that need to be uploaded before the interview date will be provided.



In the COVID age

All site visits will be virtual/ remote for the near future.

- PD, APD, PC and all interviewees must be comfortable with Zoom (most common virtual interview platform).
- Get help from the IT department-→Have them on standby for the interview date
- Assess everyone's interview location—Well-lit, clean, undisturbed.

The Week Of....

- Meet with the current fellows → The site visit should not be a time to discuss program grievances.
- Consider a mock site visit with the GME office
- PDs and APDs should cancel their clinics → Organize all the checklist documents in binders for you and the visitor.
- Follow the site visitor's instructions for the visit
 - (If in person): Hospitality: Coffee, decaf, water, light food if needed.
- (If in person) Provide clear directions to the meeting site

The Site Visit Day: Schedule

- Meet with PD, APD, and PC (@one hour)
- Meet with other faculty (45-60 minutes)
- Meet with fellows (@one hour)
- Meet with Designated Institutional Official or their representative (@30 minutes)
- Meet with Chair of Department or representative (@30 min)
- Wrap-up with PD, APD, and PC (@30-45 minutes)

Common Questions for PDs/APDs/ PCs (If in doubt, do not guess)

- Protected time/ sufficient time?
- Sufficient authority?
- Review CCC and PEC notes
- Faculty development opportunities?
- Changes—recent and upcoming?

Common Questions for PDs/ APDs/ PCs

- How do you address violations of program policies?
- Discuss any fellow terminations or resignations
- Wellness policy/ fatigue mitigation
- Attendance policy
- Protecting anonymity in evaluation if possible?

Common Questions for Other Faculty and Fellows

- Faculty development opportunities
- CCC & PEC
- Core competencies and program goals
- Discuss QI processes
- Give examples of program successes and improvements
- Diversity and inclusion efforts

Common Questions for Fellows

- Duty hours (Zero-tolerance for violations of 80-hr req)
- Goals and Objectives for each rotation
- Moonlighting policy
- Standards for progression of responsibility
- Level of supervision → Graduated responsibility → Autonomy → Independent Practice

Common Questions for Fellows

- **METHODS TO ADDRESS GRIEVANCES WITHOUT RECRIMINATION**
- How are you taught: Procedures? Conferences? Case management?
- Wellness resources/ Fatigue mitigation
- Parental leave policy

AFTER THE VISIT

- Relax. It usually went much better than you think.
- Thank everyone in your orbit necessary.
- Use the site visit and comments to improve the program
- Wait 60-90 days for the notification on the ADS site.

REFERENCES

1. <https://www.acgme.org/what-we-do/accreditation/site-visit/eight-steps-to-prepare-for-the-10-year-accreditation-site-visit>
2. <https://www.acgme.org/what-we-do/accreditation/site-visit/site-visit-FAQs>
3. Morris JL, Freiger BG, Pickens TS, Willett LL. Thriving during the 10-year accreditation site visit: Practical tips from a program's perspective. JGME 2018; 626-8.
4. https://www.utrgv.edu/som/gme/files/documents/how_to_have_a_successful_acgme_site_visit.pdf
5. <http://uthscsa.edu/gme/documents/PD%20Handbook/Site%20visit%20-%20site%20visitor%20perspective.pdf>
6. The GME office of the Indiana University School of Medicine
7. Andrews LB. 2020 Program Directors Assembly Winter Meeting: Self-Study and 10-Year Accreditation Site Visit. Oral Presentation. Dallas, January 11, 2020.

THANK YOU

Contact me with any questions at gvitalpu@iu.edu.