ACGME Site Visit

Site Visit Planning

- Notice of site visit Feb 1st
  - Required personnel – Program Director, Fellows (at least 2/3), Core faculty (at least 2/3), Department Chair, DIO, Program Coordinator
  - Required to submit 32 blackout days between April 1 and August 1
  - Date sent to us late March – Site visit scheduled for mid-May
  - All paperwork required to be submitted 2 weeks in advance

Site Visit Planning – Paperwork to submit

- Program Letters of Agreement (PLAs) for all sites
- Resident evaluations
  - Completed rotation evaluations for one fellow from each year of the program (for a 2 year program, 2 completed evaluations for 2 different rotations)
  - One completed multi-source evaluation of a fellow by peer self, nurse, non-physician staff, or patient
  - One completed semi-annual evaluation
  - One summative evaluation (from the end of the academic year)
- Graduate evaluation
  - Completed final evaluation for one graduate from each of the 3 previous years
- *Transferred*
  - *Documentation of prior education and training for all fellows who have transferred into the program in the past 3 years*

Site Visit Planning – Paperwork to submit

- Example of Competency-Based Goals and Objectives
- Schedule of Didactics, Conferences, and other Educational Activities
- Sample of a Complete Annual Evaluation of a Faculty Member by a Fellow
- Program-Specific Policies and Guidelines
  - Communication with an attending
  - Policy to ensure patient care in circumstances where fellow cannot attend work due to fatigue, illness, family emergency, parental leave
- Work Hour Report Data
- Document Demonstrating Fellow Participation in Quality Improvement Activities
- Block Diagram

And don't forget to update ADS!

Site Visit Planning

MEMO TO: Fellows

Because the ACGME values input into the site visit from all fellows, we would appreciate receiving from a list of up to five strengths of your program and up to five areas for improvement of your program that you want to be sure we discuss during the interview.

- Please send the list to me by e-mail   at least one week prior to the site visit.
- Identify the following on the subject line of the e-mail: institution, specialty, and site visit date. (Abbreviations are OK.)
- Please **do not** share the list with your Program Director or your Program Coordinator.
- Bring a copy of list with you to the site visit interview.

The list that you provide to me will be confidential. Topics will not be shared with your program director or faculty unless you give us permission to do so during the site visit interview.

Thank you! I look forward to meeting with you.

Site Visit Planning

MEMO TO: Faculty Members

Because the ACGME values input into the site visit process from all members of the faculty, we would appreciate receiving from your faculty group a single collective (consensus) list of up to five strengths of your program and up to five areas for improvement of your program that you want to be sure we discuss during the faculty interview.

- Please send the list to me by e-mail   at least one week prior to the site visit.
- Identify the following on the subject line of the e-mail: institution name, specialty, and site visit date. (Abbreviations are OK.)
- Please **do not** share the list with the Program Director or the Program Coordinator.
- Bring a copy of list with you to the site visit interview.

The list that you provide to me will be confidential. Topics will not be shared with the program director unless you give us permission to do so.

Thank you! I look forward to meeting with you.

Site Visit Schedule

Time (ET)	Session Title
08:00-09:00 AM	PD Interview
09:00-09:15 AM	Break
09:15-10:15 AM	Fellow Interview
10:15-11:00 AM	Faculty Interview
11:00-11:15 AM	Break
11:15-11:30 AM	Department Chair
11:30-12:00 PM	DIO Interview
12:00-12:15 PM	Break
12:15-12:45 PM	Concluding Meeting

Site Visit Planning – What we learned

- Program Retreat was helpful to go through documents and talk through questions we thought might come up

- Our DIO office was very helpful!

- The ACGME reviewer was approachable and gave helpful feedback

- Procedure log is used as surrogate for volume

- Our board pass rate was incorrect and we had to contact the ABAI and ACGME to correct it

- We're still waiting for our site visit report!