Tips From Our Recent Site Visit

Niten Singh, MD
Program Director
Professor of Surgery
Division of Vascular Surgery
University of Washington
Background

• Site Visit
  – Anxiety provoking
  – We remember the organization from the past
    • PIF....
  – Full or Focused Site Visits
  – Better process now
Types of Site Visits

• Full site visit
  – For all core applications
  – End of two-year initial application to ensure compliance, address concerns from RC

• Focused site visit
  – Explore potential problems arising annual ADS update
  – Requested by RC

Source: acgme.org
Site Visit

• Under the New Accreditation System
  – Collect Data
    • ADS Update
    • Resident/ Faculty Surveys
    • Documentation of you Clinical Competency Committee
    • Documentation of your Program Evaluation Committee
  – No longer need the following:
    • PIF
    • Internal Reviews
    • Site Visitor Checklist
Purpose of the NAS

- Continuous accreditation versus current “biopsy”
- 10 year self-study visit, instead of site visits determined by cycle length
- Annual data collection and analysis
- Resident and faculty surveys
- Milestones data
- Board pass rates

Source ACGME.org
So It Begins...

4/15/2016

Nitesh Singh, MD
Associate Professor, Program Director, Vascular Surgery - Integrated
Harborview Medical Center
525 5th Avenue, Box 355908
Seattle, WA 98103

Subject: Site Visit

Dear Dr. Singh,

The Accreditation Council for Graduate Medical Education, in collaboration with the Residency Review Committee, has identified the following program as due for a site visit and review by its specialty Review Committee:

Vascular surgery - Integrated
University of Washington School of Medicine Program
University of Washington School of Medicine
Seattle, WA

Program No.: 451540007

Accordingly, a site visit by an accreditation field representative of the Accreditation Council has been scheduled as follows:

Date of Site Visit: 05/17/2016
Approximate Starting Time: 7:00am

Due Date for ADS Updates and Uploads: 05/05/2016 11:59 pm Central Time
(Changes made after that time will not be reflected in the materials used for the site visit)

Date of Site Visit: 05/17/2016

Please read this letter attentively and follow all instructions below in detail to prepare for your site visit.

Preparing for your Accreditation Site Visit:

- The upcoming site visit will be a Full Site Visit, which will assess compliance with all common and specialty-specific accreditation standards. As a program with a status of initial accreditation, the site visitor(s) will review the updated version of the application document that was used to review your program's application. This new document details the program's structure and resources, and also describes how you implemented the plans you reported on in your original application document.

To prepare documents for review, please follow these instructions carefully:

- Review and update all information in ADS that you have previously entered to ensure it is accurate and current.
- Prepare and upload supporting documents as follows:
  - From your program page in ADS, open the "Update Application" tab.
Possible Date Change

• *Probably not happening?*

Requests for postponement or cancellation of the site visit

• Because the ACGME conducts a large number of site visits annually, it expects programs to accommodate the visit on the assigned date. On rare occasions it may be necessary to change the date. Requests must be directed to Jim Cichon (312/755-5015) or Penny Iverson-Lawrence (312/755-5014).

• Requests must be received within 5 calendar days of the date of this letter with the understanding that it is not possible to grant all requests. Requests made after that date must include a letter from the DIO indicating agreement with the request and the potential assessment of a substantial fee for late notice.
Planning

- Do not wait!
- Short suspense
- Your reviewer will ask for items early
- 30 days will go by quickly....
- Schedules for faculty and residents need to be reorganized
Site Visit Day Plan

Planning the site visit day

- On the site visit day the site visitor will meet with you, faculty, residents/fellows and a sponsoring institution representative (the DIO or his or her designee).
- If multiple institutions collaborate in this program, the site visitor will need to meet with representatives of each.
- The site visitor will contact you by mail, email or telephone to arrange the site visit schedule. Alternatively, you may contact him/her at the address above. The best day to call is Friday.
- The site visitor also will send you a note for sharing with your residents/fellows. It will ask the trainees to complete a consensus list of program strengths and opportunities for improvement that they will send directly to the site visitor prior to the visit.
Documents to be sent to the Site Visitor
Please send the following documents to the site visitor to arrive a minimum of 12 calendar days before the visit:

- A copy of the site visit schedule with the names and titles of all the participants.
- Directions to the institution and the meeting room in which the visit will be conducted.
- Contact information for the program director or another staff member, with a cell phone or pager number for contact if an emergency or other urgent need to contact the program arises.
- A few days before the visit, please confirm that the residents/fellows have sent a list of strengths and opportunities for improvement directly to the site visitor.
April 20, 2016

Nilen Singh, MD
Program Director, Vascular Surgery-Integrated
University of Washington School of Medicine Program
Singhn2@uw.edu

Dear Dr. Singh:

As you are aware, I have been assigned to be the site visitor for the upcoming site visit of your program by the Surgery Residency Review Committee on May 17, 2016.

The visit to your program is a full site visit for a program on initial accreditation. This site visit will address compliance with all relevant program and institutional requirements. Because the visit to your program is its initial visit after gaining accreditation, you will need to upload an updated application to the accreditation data system (ADS), as well as update the responses to citation and other updatable narrative information in ADS. (See the instructions in Dr. Philibert’s site visit announcement letter, and refer to staff in the Department of Field Activities if you have any questions about this aspect of site visit preparation.)

I will be sending you a letter to me at the e-mail address below at least 10 days prior to the visit.

1. A copy of the site visit schedule with names and titles (roles) of all the participants.
2. Directions to the institution (building address and entrance), instructions for arrival by taxi, and detailed directions for finding the meeting room in which the visit will be conducted.
3. Contact information for the program director and program coordinator, with a cell phone or pager number for contact if an emergency or other urgent need to contact the program arises.

Field Representative:

[Signature]

Nilen Singh, MD
Requested Items

Please note the Addenda #2 and #3. These should be sent to your faculty and residents, respectively.

Please ask YOUR RESIDENTS and the KEY FACULTY members to develop a separate COLLECTIVE (CONSENSUS) LIST FOR EACH GROUP OF UP TO FIVE STRENGTHS AND FIVE AREAS FOR IMPROVEMENT for discussion during the resident and faculty interviews.

A resident and a faculty member should forward the consensus lists to me by e-mail. The addenda below provide added details for both groups.
Details on Resident Participation

Guidelines for the resident interview

- Programs with 15 or fewer residents/fellows: The site visitor will interview all trainees on duty on the day of the visit.
- Programs with more than 15 residents/fellows: The site visitor will interview a minimum of 15-18 peer-selected trainees, representing all years of training. Residents/fellows may be interviewed in smaller groups by years of training or individually, and your site visitor will indicate the interview format in his/her letter to you.
- ACGME defines "peer-selected" as residents/fellows selected by a vote of their peers (other residents only) and not chosen by a chief resident or other program representative. Chief residents beyond the accredited years of training may not participate.
- If your program includes a combined residency other than Internal Medicine-Pediatrics (which is accredited separately by the ACGME), residents from the combined program must be represented in the resident interview group.
Requested Items

• Faculty Consensus strengths/weaknesses
  – Identify a faculty member who will do it
  – Division Chief to make the request/ collate response

• Resident Consensus strengths/weaknesses
  – Chief Resident
  – Make sure they understand the importance of timeliness
ACGME Program Requirements for Graduate Medical Education in Vascular Surgery

ACGME approved: September 29, 2013; effective: July 1, 2014
Revised Common Program Requirements effective: July 1, 2015
UPDATED PROGRAM APPLICATION

VASCULAR SURGERY - INTEGRATED

UNIVERSITY OF WASHINGTON SCHOOL OF MEDICINE
PROGRAM - [4515400007]

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Site Review Day

- Tight schedule
- Punctuality for Faculty and Residents
- Reviewer- very clear about the process, accommodating, and gave us feedback from his perspective
Success

Dear Dr. Singh,

The Residency Review Committee for Surgery, functioning in accordance with the policies and procedures of the Accreditation Council for Graduate Medical Education (ACGME), has reviewed the information submitted regarding the following program:

Vascular surgery - integrated

University of Washington School of Medicine Program
University of Washington School of Medicine
Seattle, WA

Program 4515400007

Based on the information available to it at its recent meeting, the Review Committee accredited the program as follows:

Status: Continued Accreditation
Maximum Number of Residents: 5
Residents per Level: 1 - 1 - 1 - 1 - 1
Effective Date: 10/06/2016
Approximate Self-Study Date: 10/01/2026
Final Thoughts

• Fairly straightforward
• Short suspense
• Work closely with your PC’s
• If your performing the requirements outlined in the ACGME document nothing to worry about

• In the end it is our responsibility as the PD to ensure everything goes smoothly!