NEW PROGRAM DIRECTORS
WORKSHOP

PREPARATION FOR YOUR SITE VISIT
GOAL

Assist the PD in preparing for her/his site visit

OBJECTIVES

– Familiarize the participant with common citations by the RRC
– Describe a suitable time line for site visit preparation
– Provide a checklist of materials helpful at site visit
RRC Site Visit

- The site visit is a structured activity
- There should be *no* surprises
- *This is an open book test!*
Five Stages that Precede the Site Visit*

- Denial: “They’re not coming again already?”
- Bargaining: “We can get a postponement”
- Anger: “She says we can’t get a postponement!”
- Depression: “I’ll never be ready”
- Acceptance: “We’ll be ready!”

*After Dr. Ingrid Philibert, Director, Field Activities ACGME
## New PD Workshop - Preparing for Site Visit

### Common Citations

(AY 2004  68 Surgery Programs reviewed)

<table>
<thead>
<tr>
<th>Rank</th>
<th>Times Cited</th>
<th>Citation</th>
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<tr>
<td>#1</td>
<td>26</td>
<td>Operative Procedures</td>
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<td>#2</td>
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<td>Responsibilities of PD’s</td>
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<td>#3</td>
<td>11</td>
<td>Evaluation of the program</td>
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<td>6</td>
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Source: ACGME Citation Database, July 2004, August 2005
T minus One Year

Be certain to:

• Review Program & Institutional Requirements
• *Preview* the PIF
• Keep conference sign-in sheets
• Document biannual resident meetings
• Get resident evaluations of faculty & program
• Document education meetings
T minus One Year

Be certain to:

- Revise goals & objectives as needed
- Have residents read goals & objectives
- Complete “Final Evaluations”
- Update Letters of Agreement w/ hospitals
- Iron out resident “issues”
T minus Six Months

Re-read the requirements

Write the Program Information Form
Program Information Form

“You never get a second chance to make a good first impression”

• Your site visitor and your RRC do not know your program
• Your site visitor and your RRC must review many PIF’s
• Make your PIF clean, crisp, complete and easy to read to make a good first impression
The importance of the PIF cannot be overstated

“When a site visitor reads a poorly prepared PIF he/she comes prepared for the worst”

John Gienapp, M.D.
Former Executive Director ACGME
T minus Three Months (at the latest)

ACGME letter:
- Gives date and Site Visitor name
- Addendum for the general competencies

Re-read the requirements

Complete the Program Information Form
T minus Two Months

- Re-read requirements and PIF
- Schedule Institutional Official(s)
- Schedule “Key Faculty”
- Schedule appropriate room
- Schedule transport/lodging/meals
- Have residents selected
T minus One Month

Re-read Requirements and PIF

Prep residents & faculty
  • Impress importance the visit
  • Share the PIF and clarify questions
  • Discuss importance of resident meeting
  • Discuss the “Positive Spin”
T minus One Month

Prepare

- Residency coordinator
- Secretaries
- Clinical nurses
- Clinical charts

Visit call rooms / lounge(s)
T minus One Week

- Re-read Requirements and PIF
- Re-confirm all appointments
- Assemble all documentation
- Organize all documentation
Required Documentation

- Copy of PIF
- Educational Goals & Objectives
- Written Supervisory Lines Responsibility
- Acceptance/promotion/dismissal policies
- Conference attendance sheets
- Resident evaluations of faculty/program
  - Summary of resident evaluations
  - Record of what was done with evaluations
Required Documentation

• Copy of Internal Review
• Prior LON’s from RRC
• Copy of Resident Contract & Manual
• Copies of Affiliation Agreements
• Copies of Inst. Letters of Agreement
Required Documentation

• Resident files
  – Minimum 10
  – Include a few graduates w/ final (summary) evaluations

• Letters from PD’s of Transfer Residents

• Surgical Operative Logs
New PD Workshop - Preparing for Site Visit

**Suggested Documentation**

- Copy of Program Requirements
- Copy of Institutional Requirements
- GME Committee minutes (one year)
- Block Schedule of Resident Rotations
T minus One Day

- Re-read Requirements and PIF
- Double check all documentation
  - Presence
  - Organization
- Get a good night’s sleep
T minus zero

• Approach the site visit(or) with confidence
• You have a good program to show
• You are ready!
A Sample Schedule

8:00 – 9:30 am  Program Director
9:30 – 9:45 am  Department Chair
9:45 – 10:15 am DIO
10:15 – 11:00 am Other Core Faculty
11:00 – 11:45 am Tour of Hospital
11:45 am – 1:00 pm Lunch with Residents
1:00 – 1:45 pm Program Director
The Site Visitor Report

- Review of the program history
- Review previous citations & corrective actions
- Review of institutional issues / citations
- Clarification and verification of PIF (Includes comments from residents, faculty, PD, others)
- Whatever else is needed
The Site Visitor Doesn’t Report

- SV opinions
- SV biases
- SV judgments
- Single resident’s axe to grind
T plus six hours

• Take your coordinator and your secretary to dinner
• Have a drink or two
• The hay’s in the barn!
SUMMARY

• Reviewed common citations by RRC
• Described time-line for preparation
• Provided checklist of needed materials
WRAP-UP

• Personal Goal Sheet
• Evaluation Form
• Questions