NEW PROGRAM DIRECTORS
WORKSHOP

WRITING YOUR PIF
GOAL

Provide guidelines for PD preparation of the PIF

OBJECTIVES

– Review the purpose of the PIF
– Describe the importance of the PIF in the accreditation process
– Provide insight on how to write the PIF
PIF

does not mean
Protein Inhibiting Factor
What Is The PIF?

PR – III.A.4.b.

“... an accurate statistical and narrative description of the program as requested by the RRC.”
What Is The PIF?

- Format for description of program
- Along with ADS*, PIF & SVR** are basis for RRC actions

*Accreditation Data System
**Site Visitor Report
Importance

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

John Gienapp, M.D.
Former Executive Director ACGME
Who?

Coordinator / staff

- Gather: data, documents, CV’s
- Type
- Assemble
- Paginate

but…
Who?

The Program Director must write the PIF

– No one knows the program better than PD
– No one has greater stake in outcome
– Requirement (PR – III.A.4.b.)
When?

• Become familiar with PIF content *now*
• Assemble information 1 year before due
• Begin concentrated writing **no less than** 6 months before due
• Finish first draft 3 months before due
How?

• Remember the purpose is to fully describe the residency program

• Write to create a clear picture in the mind of a reader who can’t see program
New PD Workshop - Writing PIF

How?

- Answer every question
- Be honest
- Be complete
- Be concise
- Describe in detail how prior citations / concerns were corrected (Section C)
Other Tips

• Follow the directions
• Neatness *does* count
• Appearance *does* count
• Be “internally consistent”
• Fully explain abbreviations & local terms
Other Tips

• Start early on Section G (Faculty CV’s)
• Start early on Section J (Institutional Op Exp)
• Write with the Requirements in mind & in hand
• Use the Requirements in the writing
• The PIF is “the” scholarly writing of the PD
• MUST be priority: Make “protected” time
Other Tips

• Use well written PIF as model
• Critique by experienced PD’s
• Critique by faculty & residents
• Can’t solely use PIF form for internal review but should write for internal review as though it’s the PIF
SUMMARY

• PIF must paint clear picture of program

• Importance of PIF cannot be overstated

• “You never have a second chance to make a good first impression.” - anon

• PIF is *the* scholarly activity of the PD
WRAP-UP

- Personal Goal Sheet
- Evaluation Form
- Questions