Factors affecting accreditation

- Program accreditation history (and Institutional when applicable)
- ACGME resident survey
- Program Information Form (PIF)
- Site visitor’s report (the site visitor only verifies the current status of the program; s/he does not make an accreditation decision)

ACGME Abbreviations

Accreditation Data System – ADS
Program Letter of Agreement – PLA
Program Information Form – PIF
Common Program Requirements – CPR
Internal Review – IR
(not to be confused with the Institutional Review – IR)

ACGME Abbreviations, cont’d…

Designated Institutional Official – DIO
John Co, MD is our DIO
(Eric Nadel, MD and Dempsey Springfield, MD are associates)
Graduate Medical Education Committee
PEC, BWHEC, and ECOTE
Residency Review Committee – RRC
Institutional Review Committee – IRC
Specialist Site Visitor – SSV
Field Staff – FS

Things to take care of (Week One)

PD’s Agenda:
- Inform everyone about a site visit date
- Chiefs, key faculty, trainees
- Program leadership at all “major participating” institutions
- Duty hours reports
- Review historic duty hours data
- Research any persistent non-compliance
- Anne Rigg can assist with any questions about New Innovations

How you can help:
- Ask the Chiefs, key faculty and your trainees to block out time on their calendars on the day of the visit
- Obtain duty hours reports and help ensure that all of your trainees are logging data

Things to take care of, cont’d…

Coordinator’s Tasks

- Reserve a room for the day of the visit (8am - 5pm)
  a) The site visitor will use this room for paperwork review, meetings, and lunch
  b) Large table with seating for at least 10-15
  c) Arrange for someone to be available the entire day
- Call rooms, other dedicated space used by the trainees
  a) Does anything need to be fixed?
  b) Ask your trainees if there are any problems
- Call rooms, parking, safety, food, lockers
Project management (Week Two)

PD’s Agenda:
The program director will need to review program requirements and identify any areas of the PIF that must be completed by others.

How you can help:
- Review (and save electronic copies for distribution) of:
  - RRC program requirements for your (sub)specialty
  - ACGME Common Program Requirements
  - the program’s most recent accreditation letter and other RRC correspondence
- Help collect and complete the following:
  - CVs and procedure logs
  - quantitative data, such as the number of admissions
  - schedules (such as didactics) maintained by someone else (Chief Resident, Associate or Site Program Director)
- Provide contributors, as identified by the PD, with information about the program (e.g., RRC program requirements)
- Check the calendars of your Chief as well as the DIO to ensure they will be available to sign the PIF.

Review program status (Week Three)

PD’s Agenda:
- Previous RRC Citations
- Internal Review Recommendations
- ACGME Resident Survey
- Major program changes since the last RRC site visit (e.g., program structure, curriculum, space/funding, faculty/leadership)

How you can help:
- Download ACGME Resident Surveys
- Obtain a copy of an Internal Review report
  - While the site visitor should NOT be given the entire internal review report, s/he can be shown the first one-two pages
  - If you cannot locate your copy, contact Cheryl Reif

Review the PIF (Week Four)

PD’s Agenda:
- Meet with the contributors to assess progress
- Start preparing for questions from the site visitor not included in the PIF

How you can help:
Collect other documentation
- i.e., on-call schedules, conference schedules, program policies, evaluations, quality improvement projects, research and publications, etc.

Setting up the site visit (Week Five)

The site visitor’s letter and/or email will most likely include:
- the deadline for sending the PIF
- any additional materials you’ll need to have available
- the schedule for the day of the site visit
- Send a copy of the site visitor’s letter to Georgi Bland (MGH programs) or Irina Knyshshevski (BWH programs)
- Follow the site visitor’s instructions exactly
  - make sure you have all the necessary documents available
  - questions concerning the content of the PIF should be addressed to the RRC (not to the site visitor)
  - contact the site visitor directly with any changes to the schedule (the schedule, not the date)
Setting up the site visit, cont’d...

- The site visitor will want to meet with all, or at least 10-15 (peer-selected), trainees
  - plan how the trainees will elect representatives
  - need to be relieved of their duties at least 20 minutes before and after their scheduled slot
  - ensure that all participants can comfortably attend the meeting (e.g., do they need transportation if they’re coming from a different site?)
- If the site visitor wants to meet with the DIO, please call the GME Office.

Completing the PIF (Weeks Six, Seven and Eight)

PD’s Agenda:
- Ask faculty (and trainees) who will meet with the site visitor to
  - review the final draft of the PIF, or portions thereof
  - review your program’s most recent (and historic) RRC accreditation correspondence

Coordinator’s tasks:
- Two weeks before the PIF is due to the site visitor, you need to submit it to the GME office
  - The final version needs to be signed by Dr. John Co, the DIO
  - If your PIF was reviewed by Dr. Nadel/Dr. Springfield, he will also sign your PIF.

Completing the PIF, cont’d...

The site visitor will want the following documents in advance of the visit:
- typed schedule of the day
- typed directions to the hospital and to the room
- include a contact number of the program director or another staff member

NOTE:
- When mailing the PIF to the site visitor, do not ask for a signature receipt.
- You may not make any edits to the PIF (even fixing a typo) once it has been sent to the site visitor.

PIF’s Effect on Site Visitor

- This is the SV’s initial impression
- It will effect their attitude
- Attention to details impresses SV

The graphics for the following slides were taken from a presentation by Bill Robertson, MD, an ACGME site visitor.

The devil is in the details

TABLE of CONTENTS GOES FIRST Before 1st page of Common PIF!

The devil is in the details, cont’d…

Note space for Signatures!
- If your PIF is reviewed either by Dr. Nadel or Dr. Springfield, you should add a “reviewed by” line.
One Page CVs

Selected Bibliography – Most representative Peer Reviewed Publications / Journal Articles from the last 5 years

Selected Review Articles, Chapters and/or Textbooks

Once the PIF is in the mail…
Coordinator’s Tasks

- Housecleaning: Unannounced “tour”
- Everyone who will meet with the site visitor should be ready
  - provide them with the schedule for the day
  - page them to remind to arrive on time
  - post a sign on the door to turn off cell phones and beepers

Trainee Files

The site visitor may ask to see documents such as:

- signed trainee contract
- letter of recommendation from the program director of the prior program
- final summary evaluation of trainees
  - verification of achievement of the six core competencies
  - “practice independently and competently” in their field
- procedure or case logs
- trainee evaluations, which should include evaluations by faculty, program director and other multiple evaluators (e.g., peers, patients, self, and other professional staff)
- copies of additional certifications (e.g., ACLS, USMLE)

Other Documentation

Documents that a site visitor may ask for during the site visit:

- master schedules from the current and previous academic year
- on-call schedules from the current and previous academic year
- conference schedules from the current and previous academic year
- minutes of your education or curriculum committee meetings
- written goals and objectives for each trainee rotation
- policies on trainee
  - eligibility and selection
  - duty hours
  - supervision, including faculty responsibility for supervision in different settings and addressing progressive trainee responsibilities
  - moonlighting policy and trainee-specific documentation regarding moonlighting activities

Who Gets our PIF?

At least two weeks before it needs to go in the mail to the site visitor, please submit electronically to:

Irina Kryshevski (BWH programs)
Georgi Bland (MGH programs)

It will be reviewed by the Associate Director of GME who serves as the GME Liaison for your department:

ACGME video tutorials

1. Log in to your program through the ACGME website:
   https://www.acgme.org/ads/default.asp
2. Click on tools/references located on the left side bar.
3. ADS Video Tutorials will be the first drop down.
4. Navigate to which videos will be the most beneficial for you.
Resources on the GME website

- **USEFUL RESOURCES**
  - For Program Directors and Coordinators
    - Program Director and Coordinator Policies and Templates
    - Graduation Medical Education Calendar
    - Education Committees
    - Program Director Workshops
    - Program Coordinator Retreat
  - For Trainees
    - Partners Office of Resources for Trainees
    - Trainee Contract, Policies, Benefits, & Responsibilities
    - Centers of Expertise
    - Role of the Orientation Coordinator
    - Graduate Medical Education Calendar
    - Center of Expertise Leadership Lectures
    - Center of Expertise Scholarship Deadlines
    - Retreats for Interns, Chief Residents, Fellows
    - New Trainee Orientation Dates

http://www.partners.org/Graduate-Medical-Education/