

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*

Common Citations

(AY 2004 68 Surgery Programs reviewed)

Rank	Times Cited	Citation
#1	26	Operative Procedures
#2	17	Responsibilities of PD's
#3	11	Evaluation of the program
#3	9	Institutional support
#5	9	Patient care experiences
#5	8	Curriculum issues
#7	7	Resident appointment
#8	6	Evaluations of residents

Duty Hours Citations

General Surgery Programs

	2003-4	2004-5
# Programs Visited	63	68
# Citations	2	10
Percentage	3.2%	14.7%

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

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