

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

New PD Workshop - Writing 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

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