

**SUGGESTED APPROACH TO PREPARE FOR SITE VISIT:**

GENERAL APPROACH	SPECIFIC EXAMPLES
Organization	<ul style="list-style-type: none"> <li>▪ Action plan maintained by one designated administrator</li> <li>▪ Establish one cabinet for maintaining ACGME/RC documentation</li> <li>▪ Binder system (all documents in one place and current)</li> <li>▪ Network with other programs and GME office</li> </ul>
Ongoing Documentation and Review	<ul style="list-style-type: none"> <li>▪ Refer to ACGME website routinely</li> <li>▪ Regular communication with subspecialties (if applicable) and GME office</li> <li>▪ Create an internal site visit committee (faculty, residents)</li> <li>▪ Duty hour/competency summary card (yellow cards)</li> <li>▪ Ongoing documentation (e.g., academic and administrative)</li> <li>▪ Prepare PIF incrementally</li> </ul>
Prepare PIF 60 days in advance	<ul style="list-style-type: none"> <li>▪ First draft of PIF should be completed 60 days in advance of site visit date</li> </ul>
Preparation and review of Materials Submitted	<ul style="list-style-type: none"> <li>▪ Have internal site visit committee review PIF</li> <li>▪ Preparation of organized shadow file to backup PIF</li> </ul>
Series of planned meetings with faculty and residents	<ul style="list-style-type: none"> <li>▪ Review/discuss previous site visit <ul style="list-style-type: none"> <li>▪ Address citations and areas of concern</li> </ul> </li> <li>▪ Preparation for upcoming site visit <ul style="list-style-type: none"> <li>▪ Educate relevant parties regarding goals/objective of site visit</li> </ul> </li> </ul>
Organized plan of action for day of site visit	<ul style="list-style-type: none"> <li>▪ Computer access (ex, case logs), files readily available, etc.</li> <li>▪ Clear agenda for site visitor</li> <li>▪ Stay on schedule</li> </ul>
Have all required materials readily available	<ul style="list-style-type: none"> <li>▪ Better the PIF is organized, the better the site surveyor/interview process</li> </ul>

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**SAAC/AAPD ANNUAL MEETING**  
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Below are documents that you should **have available** for verification and clarification during a site visit:

<b>General Documents</b>	<b>Specific Examples</b>
Curriculum	<ul style="list-style-type: none"> <li>▪ Document integration of ACGME competencies</li> <li>▪ Goals and Objectives               <ul style="list-style-type: none"> <li>▪ Rotation and training level specific</li> <li>▪ Link to competencies</li> </ul> </li> <li>▪ Didactic schedule</li> <li>▪ Portfolios</li> </ul>
Resident Handbook/Policies	<ul style="list-style-type: none"> <li>▪ House Staff Policies and Procedures Manual [have hard copy available]</li> <li>▪ Departmental Handbook/Policies               <ul style="list-style-type: none"> <li>▪ Duty hours</li> <li>▪ Moonlighting</li> <li>▪ Selection, Promotion and Dismissal</li> <li>▪ Grievance process</li> <li>▪ Supervision</li> </ul> </li> </ul>
Resident File	<ul style="list-style-type: none"> <li>▪ Evaluations with review documentation including: 360-degree, Faculty/Attending, Peer               <ul style="list-style-type: none"> <li>▪ Final evaluation that 'verify that the resident has demonstrated sufficient competence to enter practice without direct supervision'</li> </ul> </li> <li>▪ Procedure/case logs</li> <li>▪ Certifications/Licensure/ECFMG</li> <li>▪ Rotation and Clinic Schedule</li> <li>▪ Scholarly activities</li> <li>▪ Leave/Vacation</li> <li>▪ Moonlighting</li> <li>▪ Verification of previous training               <ul style="list-style-type: none"> <li>▪ Transfer letters</li> </ul> </li> <li>▪ Reappointment credentialing</li> </ul>
Duty Hours Monitoring	<ul style="list-style-type: none"> <li>▪ Call schedule</li> <li>▪ Clinic schedule</li> <li>▪ Cap data</li> <li>▪ Tracking system</li> <li>▪ Moonlighting</li> </ul>
Faculty Documentation	<ul style="list-style-type: none"> <li>▪ CVs</li> <li>▪ Scholarly activity/education</li> <li>▪ Lectures</li> </ul>
Hospital/Clinic Statistics	<ul style="list-style-type: none"> <li>▪ Patient volume and mix (GME office may provide general information)</li> </ul>

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<b>General Documents</b>	<b>Specific Examples</b>
Institutional	<ul style="list-style-type: none"> <li>▪ Affiliation agreements (Program Letter of Agreements - PLA)</li> <li>▪ Master Affiliation Agreements (prepared by GME office)</li> <li>▪ Internal reviews (site visitor documents that review took place but should not review)</li> <li>▪ ACGME Institutional Review Committee results</li> </ul>
General Competencies	<ul style="list-style-type: none"> <li>▪ Common PIF (as of 7/1/07)</li> <li>▪ Implementation examples (e.g., evaluation system)</li> <li>▪ Outcomes</li> </ul>
Correspondence with ACGME	<ul style="list-style-type: none"> <li>▪ Last RC notification letter</li> <li>▪ Responses to previous citations (areas of noncompliance)</li> <li>▪ Tracking of implemented changes to address citations</li> <li>▪ Previous PIF (from last site visit)</li> <li>▪ Progress reports (from last site visit)</li> <li>▪ Documented responses to RC</li> <li>▪ Interim correspondence between reviews (e.g., change in program director notice to RC, temporary resident increases, etc.)</li> <li>ACGME Web Accreditation Data System</li> <li>▪ Changes requested/approved or denied</li> </ul>
ACGME Web Accreditation Data System	<ul style="list-style-type: none"> <li>▪ Copy of data information (make sure all information is updated prior to PIF deadline)</li> </ul>
ACGME Resident survey results	<ul style="list-style-type: none"> <li>▪ Be prepared to discuss</li> </ul>