

Tips to Prepare for an ACGME Site Visit



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Disclosure Statement

I have no related financial relationships with industry and have nothing to disclose



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Learning Objectives



- Outline resources available to help GME training programs prepare for an ACGME Site Visit
- Provide guidance as to tasks programs can do to be more prepared
- Provide examples of "real-time" materials requested for a Site Visit

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Where to Begin

You have everything you need. It will require significant time and updating of info but USE ALL your RESOURCES!

- The ACGME will notify your program at least 60 days prior to a site visit
- Everything will be submitted via WebAds and then you may be asked to provide samples of QI projects, Updated policies, Evaluations, etc. in your supplementary material binder/dropbox.
- Don't be shy asking for help from your GME office, colleagues, and faculty. SAAAPAE Facebook group/Zoom check-ins
- Organization is a HUGE KEY
- Start with the list they send you in the notification letter
- Talk with your ACGME representative in your GME office or another department coordinator to get feedback on recent site visits at your institution.



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What can you do ahead of Time to be Prepared – you'll be GLAD you did!



- Annually update your Core faculty
- Annually update your faculty CV's and Certifications
- Annually update your PDs publications and presentations (only want 5 years)
- Keep your rosters up to date
- Anytime your program adds anything new, ask your PD or the faculty in charge of the new initiative to put Goals and Objectives in writing
- Each year, clear out the "Major Changes" section, so in any given year it's totally up to date (Keep a word document of each year's Major Changes updates)
- Reserve a nice conference room, have water and snacks available for the day
- Create and send the itinerary to all parties meeting with the Site Visitor and your GME office.
- Make sure your faculty and fellows scheduled to meet with the Site Visitor are free from clinical duties
- PROOF Read everything TWICE!

Let's do this.
We are a team. We take action. We are focused.

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Create a Binder or Dropbox for the Site Visitor to Review

- You will receive a list of specific info the ACGME Representative wants to review in person at your Site Visit
- Only provide that info in the Dropbox or Binder (USB)
- Communicate (You or the PD) with your Site Visitor to get his/her preferences
- Everything else will be available or should be available in your current WebAds
- Have your GME office and your PD review ALL documentation, so everyone is on the same page
- Meet with your faculty and trainees to explain the process and outline the info the site visitor is requesting.
- Provide all current policies and handbooks to faculty and trainees ahead of time if any were updated



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Samples of Info the ACGME Might Request for Review during the Site Visit Day

Common Program Requirements

- Sponsoring Institution and Participating Site(s)
- Current, signed program letters of agreement (PLAs)

Resident/Fellow Files and Evaluations

- Files of program graduates from the last three complete academic years and current residents/fellows (1-2 in each year of the program)
- Files of any residents/fellows who have transferred into or out of the program, or who have resigned or been dismissed in the past three years.
- Resident/fellow evaluations by faculty members, peers, patients, self, other staff members; semi-annual evaluations; and final evaluations will be assessed during review of the resident/fellow files. Programs using an electronic evaluation system may generate and print summary reports rather than show individual records.

Educational Program

- A sample of competency-based, educational level-specific goals and objectives for one rotation/assignment
- Conference/Didactic schedule for the current academic year

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Faculty and Program Evaluation

- Sample of a completed annual confidential evaluation of faculty members by residents/fellows
- Written description of your Clinical Competency Committee (CCC): membership; semi-annual resident evaluation process; reporting of Milestones evaluations to the ACGME; and CCC advising on resident/fellow progress, including promotion, remediation, and dismissal
- Written description of your Program Evaluation Committee (PEC): membership; evaluation and tracking protocols; resident/fellow evaluations of rotations/assignments; development of written Annual Program Evaluation; and action plans resulting from the Annual Program Evaluation

Work Hours and the Learning Environment

- Program-specific (not institutional) policies for supervision of residents/fellows (addressing progressive responsibilities for patient care and faculty member responsibility for supervision), including guidelines for circumstances and events that require residents/fellows to communicate with appropriate supervising faculty members
- Sample work hour compliance data demonstrating the program's monitoring system

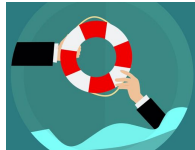
Quality Improvement

- Sample documents demonstrating resident/fellow participation in patient safety and quality improvement activities

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Things I learned from going through the process that I wish I had known ahead of time...

- WebAds Updates are not just a once a year activity as required by the ACGME—WebAds is like a living document and should reflect your program's most up to date info at any given time when reviewed (*maybe update twice annually*)
- Tiny details matter...faculty ABA types of certifications and renewal dates
- The Site Visitor is not there to get to know you or your PD—Do NOT take any feedback personally!
- Don't expect it to go perfectly—you will be disappointed!
- Have program specific policies—start with your institutional GME policy and then have your PD make it program specific (ex. Moonlighting, supervision, leave...etc)
- It takes a village to survive during an ACGME Site Visit!**



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Resources to help...

- [Eight Steps to Prepare for the ACGME 10-Year Accreditation Site Visit](#)
- [Site Visit ACGME FAQs](#)
- [Site Visit's During COVID](#)

It is all consuming – don't forget to take care of YOU! Schedule a few days off after the site visit to recover and get ready for the next ten thousand things on your desk!



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