Initial Accreditation Site Visit

* **Don’t wait to start!!!**
* Always plan on rules and changes that are coming up
* Read ACGME newsletters, especially the top part
* Their purpose is to Verify and Clarify what we have in ADS.
* If you say you use a tool, better actually do it.
* Any time you create your own form (eval, etc.) instead of just putting a note somewhere, it looks to them like we think it’s important.
* Evaluations:
	+ Need to have 80% response rate in 2 weeks for our evals
		- Evals returned in 2 wks is right answer, but be honest if you get them back in 6 wks.
		- If faculty member never returns evals and his/her input is not that important, don’t send it to them. If it is important, have a talk with that person.
	+ Fellows need to have access to see their evals (but do not need to sign evals of faculty)
	+ Site Visitor will ask PD “have you ever seen an evaluation of your teaching?”
	+ Fellows have to have opportunity to evaluate program at least once a year, anonymously & confidentially.
	+ Need evals after rotations.
	+ If rotation is longer than 6 months, do one in middle. Don’t wait til end of rotation. Can do one at end in addition to middle, but not just end.
	+ **6-month Semi-Annual Review needs to be titled this way**
	+ They will count evaluations (fellow here for 2 yrs: should be 3 semi-ann & 1 final).
	+ Have to have Final Eval on EVERY graduated fellow!
* Conference Schedules:
	+ **If a conference (Didactics, etc.) is required, you need to take attendance, on paper or electronically**.
	+ If fellows go to an interesting talk that’s for the residents, they can’t count that as their Didactics because it’s not taught at a fellow level.
* Semi-Annual Review
	+ Make sure you know what should be discussed at this meeting. There are specific things
	+ **Work on fellow’s ILP at semi-annual**
		- Should be less than 1 page long
		- What do we expect you to do?
		- What have you been doing?
		- What are your goals for the future?
	+ Can ask fellow to do self eval if you want
* QI
	+ **Fellows should be as involved in QI as faculty**.
	+ Don’t need to have own project
	+ **M&Ms is not right answer as to how you teach fellows QI**
	+ Must be more than “I follow protocols in the hospital”. If they WRITE the protocols, that’s ok.
* CCC/PEC/APE:
	+ CCC advises PD, but PD makes final decision
		- Pick people who would be best at evaluating each fellow
			* Could be someone from a rotation fellow did
	+ PEC – QI for the fellowship
	+ APE – should document PECs, describe annual action plan and review prior action plans
		- **Ok if make Action Plan and then abandon it, as long as you speak to why it didn’t work for your program**.
* Resident/Faculty Survey:
	+ “Fellow doesn’t understand question” is never an answer
	+ They look at our fellow survey results even if we can’t see results yet, and may still ask something about it.
	+ Service over Education:
		- **Make sure fellows and faculty have same idea of what service is.**
	+ Should get our results this year
		- **Pay a lot of attention to the results and address issues in Major Changes**
* PD protected time:
	+ 3 areas: Admin time, research with fellow, didactics
	+ **Clinical time does not count**
* Preparation:
	+ Create a binder.
	+ **Look organized**
	+ **Update WebADS!**
		- Only need CV for PD on ADS
		- WebADS shows one year’s worth of data and then is archived. Have to repopulate it every year.
	+ They only care about Scholarly Activity for the past year.
		- Can’t enter journal articles til they’re assigned a PMID number
	+ They will look for WebADS updates in August when we have to do it, and also before Site Visit.
	+ **Address citations! NO SMOKE & MIRRORS!**
	+ Continually update WebADS with new license expiration dates, email addresses and fixes to citations.
	+ Get all Scholarly Activity from graduating fellow before they leave.
	+ There are 5 documents that you will need to upload into ADS 12 days before Site Visit.
		- Should show these docs to DIO before uploading so allow time for that.
		- Should also run the documents by the Residency Director.
		- Let faculty and fellows read them too
			* Fellows have to answer to things and if they see a disconnect between what you think the fellows are doing and what they actually are doing, you’re toast.
	+ Updating the Specialty Specific application will take the most time and that’s what they’ll spend the most time looking at.
	+ Policies:
		- Put Policy on Supervision, Progressive Autonomy and Mandatory Notification of Attendings all in one document.
		- **Fellows must know this policy!!**
		- **No one should say “what policy?” at the Site Visit!**
		- Supervision Policy must have certain language:
			* Direct – attached at the hip
			* Indirect – Attg is in institution in office down the hall, etc.
			* Indirect w/Direct availability – Attg not on premises.
		- **Policies need to be Program Specific! Not Departmental.**
	+ Goals & Objectives:
		- Need separate G&O for each rotation – don’t cut and paste others
		- Need one for each year of fellowship
			* Should reflect higher autonomy as you go up in fellowship
		- **Most common citiation!!**
		- Should be in competency based language. Will get dinged if not.
			* Get help from DIO/GME for wording.
	+ Rotations on block diagram need to clearly reflect what they do and for how long.
	+ Upload blank eval forms we use
		- They will ask to see filled out versions of these forms
			* **Don’t upload a form we don’t use!**
	+ **Address citations – especially regarding policies**
	+ Make sure fellows are aware of prior citations so they can answer to them.
	+ Have a meeting with faculty and fellows before Site Visit, but **do not coach them or put words in their mouths!**
* Notification:
	+ We will get approximately 60 days (could be 30) notice of date
	+ **Have 5 days to appeal for date change**
	+ Can appeal if PD won’t be in town, but not because we’re too busy, etc.
	+ Cannot appeal for PM being out of town
	+ Letter from them will contain directions for us and list of documents they need
* At Site Visit:
	+ They want no contact with you ahead of time – no dinners, rides, etc.
	+ **Will look for clear evidence that we know our requirements!**
		- **Go through every core requirement and know where/how we’re meeting that!**
	+ They will send a schedule of who to meet
		- Don’t add people to the schedule
		- Cannot substitute APD for PD
		- Schedule:
			* PD and PM together
				+ Review documents
			* Faculty & fellows
			* DIO
			* PD again for wrap up
		- Will ask 5 topics ahead of time
		- **More organized you are, the less they’ll read!!**
	+ Have available:
		- All graduate files from time of 1st accreditation letter (Brian, Renju, Daniel, Kylie)
		- Completed evals done since time of accreditation letter
		- 6-month evals
		- Final summaries
	+ They will ask who covers clinics during Didactics, etc.
	+ **They are more interested in duty hours than the Board ever was.**
		- Once or twice a year, look over raw data – can’t just say “I was in compliance in July”. They need proof.
		- Show how you’ve documented duty hour violations and how it won’t happen again.
	+ **Need to show we have a plan for fatigue**.
		- They will ask fellows “have you ever been ill? Did you go home? Why not?”
	+ They won’t say anything about their results.
	+ They will be here on T, W and/or Th. They travel on M & F
		- They will do both programs on consecutive days
		- Morning only
	+ **No excuse for PD to be called out during a Site Visit meeting!** Bar the doors!
		- Make sure someone else is assigned to problems and everyone knows who to go to instead of PD.
	+ This is not a bitch session or chance to complain or try to get what you want.
	+ They want the Site Visit to be an accurate reflection of your program.
	+ **If they’re not asking more questions, don’t offer more info.**
	+ After the Site Visit is over, we can anonymously evaluate the Site Visitor! ☺