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! ☺