

ACGME Site Visit

Lessons Learned

Katelyn Sullivan
Radiology Residency Program Coordinator

Beth Israel Lahey Health



Beth Israel Deaconess Medical Center

Types of site visits

-Program Application

-*Initial Accreditation

-Continued Accreditation

Annual (ADS updates)

***10 year site visit**

-Probationary site visit

-Complaint site visit

**Site visits can be held remotely or in person. The ACGME will tell you what format your site visit will be

Site visit timeline

Our IR programs were due for an Initial Accreditation Site Visit in 2020 but was postponed

3/31/22- received email from the ACGME that we were due for a site visit. Asked to enter “blackout dates” into the ADS for dates between 5/2/22 and 9/2/22. Blackout dates due in 1 week from email (4/7/22)

6/16/22- received email from ACGME with date of site visit, site visitor name and email. Within 2 days, we had to confirm acceptance of site visit date. In this email, they also provided information on required ADS updates

6/17/22- received email from site visitor to set up initial pre-visit meeting. Also included specific instructions for ADS updates, memos for faculty/residents, excel schedule to send back

8/9/22- deadline for all ADS paperwork and uploads to be submitted. Memos from faculty and residents must also be submitted directly to site visitor

8/23/22-8/24/22- site visit days (2 programs)

as of today, we have not heard results from our site visit

Site visit preparation and required documents

ADS Updates

****PRINT out your ADS and review it!!**

ADS uploads

- 1) Resident fellow files (in 1 combined pdf)
 - Current (2 residents for each year- rotation evals, 360 evals, semi-annual evals)
 - Graduates (2 graduates per year in last 3 years- completed final evals)
 - Trainees who left program (if applicable, completed semi-annual evals)
 - Transfers (if applicable, documentation of prior education/training)
- 2) Schedule of didactics, conferences and other educational activities for current academic year
- 3) Sample of completed annual eval of faculty by resident/fellow (can be aggregate)
- 4) Program specific policies and guidelines
- 5) Sample of work hour report data
- 6) Documents demonstrating QI activity participation (10 activities in 12 months)
- 7) Updated **SPECIALTY SPECIFIC APPLICATION!**

Site visit preparation and required documents

Also need to upload the following:

- Block diagram showing all years of program (make sure it is in ACGME format *vacation)
- PLAs
- Goals/Objectives
- Supervision policy
- Policy on work hours
- Policy of resident & faculty well-being
- Evaluation forms (templates)
 - Eval of faculty
 - Semi-annual and final evaluations
 - Resident eval of program
 - Faculty eval of program
 - Faculty eval of resident
 - Multisource evals

Day of schedule

8:30-10am	Program Leadership and Document Review
10:00-10:15am	Break
10:15-11:15am	Residents year 1, 2, 3
11:15-12:15pm	Residents year 4, 5
12:15-12:30pm	Break
12:30-1:15pm	Faculty meeting (6 faculty, 3 DR & 3 IR)
1:15-1:30pm	Chair interview
1:30-2:00pm	DIO interview
2:00-2:30pm	Break and preparation for final meeting
2:30-3:00pm	Concluding meeting & feedback

Site visit preparation tips

****Prep your faculty and residents for the site visit meetings**

- Explain purpose of the site visit
- Common program requirements they may be asked about
 - duty hours
 - evaluations
 - wellness

****Appoint one faculty and one resident to be in charge of each group meeting, and to be in charge of sending the memo to the site visitor by the deadline indicated.**

****Make sure the zoom link is on everyone's outlook calendar. Make sure everyone knows that the site visitor wants them to log on individually, not in group settings.**

****Meet regularly with your PD to go over the required documentation, make sure you have any questions answered and are on the same page.**

Things I learned from the site visit...and helpful tips

#1. PRINT OUT YOUR ADS. What you see on your computer screen is not everything that needs to be updated.

- PLA information

- Faculty roster

- Resident information

#2. Make sure your ADS Major Changes relate to any areas on the ACGME survey that were below the national mean. Make sure you can speak to those. Ask someone who does not know your program to read it. You want to be sure someone who doesn't know your program will understand what is being said.

#3. Start working on the updated specialty specific application in advance. It is lengthy. Ours specifically asked for updated hospital numbers of procedures and that takes time to gather CPT codes for the specific information they are requesting

#4. Know your ACGME Program Requirements!

Moving forward from the site visit...

Take what you learned and the feedback provided and make any necessary changes to your ADS, block diagrams, etc

Think about areas in which you might be missing something (evaluations, learning portfolios), and make sure you are implementing those requirements in all your programs.

Use what you learned from your site visit to help other coordinators in your hospital. Everyone has a different experience and it is helpful to hear what others learned!

GOOD LUCK!