Site Visit 2019

* Preparation
  + Agenda
    - Meeting planners
      * DIO
      * PD & I
      * Fellows
      * Faculty
  + Reserve room
    - Smith 409
  + Letter from fellows, sent directly from 3rd yr fellow – due 1/24/19
    - Written
    - Sent?
  + Letter from faculty, sent directly from attending – due 1/24/19
    - Written?
    - Sent?
    - Set up mtg for faculty to work on letter
  + Binder
    - Fellow evals
  + Send to Site Visitor
    - Copy of agenda (Word) w/names & titles of everyone
    - Physical location of building & mtg room
    - Instructions for parking
    - Contact info for PD & PA, incl cell numbers
  + ACGME site
    - Finalize updates on “Common Program Information”
    - Finalize updates on “Specialty-specific application questions”
    - Update rotation block diagram, using RRC-recommended template
      * Min 3 mos US & 2 mos outpt MFM
      * Min 2 mos L&D
      * Min 12 mos research
  + Documents to have
    - QA projects
      * Drafts for proof
    - Policies
      * Fellow dismissal
      * Fatigue management
        + Use “should” instead of “must”
        + Say we have backup plan for when fellow is fatigued
        + Be able to say what we do if they’re too tired to go home
    - Goals & Objectives
      * Need one for program in general
      * What type of fellow are we trying to recruit?
      * What careers are we training them for?
      * What makes your program special/different
      * Have really broad objectives for accomplishing these
      * Need for every rotation, at every level
    - Evaluations
      * Can bring up on computer instead of printing
      * Last graduated fellows final eval very important
      * 6 month reviews (Semi-annual)
      * Faculty evals of fellows
      * Multisource evals (pts, nurses, etc)
      * Assess performance in all 6 competencies
      * Summative evals
        + Must use milestones
        + Must document performance during final period of ed.
        + Must verify fellow has demonstrated sufficient competence to practice without direct supervision.
      * Fellow evals of faculty
      * Eval of program by fellows and faculty
    - Case log numbers
    - PEC minutes
  + Other
    - Use ACGME language for any policies
      * For the Supervision one, the phrase “escalation of care” is an important buzzword
    - Make sure Summative eval has the Milestone competencies.
    - They will look for board certifications for all faculty
    - They will look for expired or close to expiring licenses.
    - Make sure you have MOC instead of ‘recertified’ or ‘initial certification still valid’ instead of MOC, if initial cert is 1987 or before
    - They will look at ALL aspects of Scholarly Activity
    - They will ask if faculty have been trained in recognizing fatigue