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