

## Managing the Program Information Form (PIF)



Debra L. Dooley  
Associate Executive Director  
Review Committee for Internal Medicine

2007 Rheumatology Training Director's Conference

---

---

---

---

---

---

---

---

Accreditation Council for Graduate Medical Education



### Why is the PIF Important?

- Tool that the RRC uses to gather a comprehensive description of programs and its compliance with program standards
- Collects data regarding all parts of your program
- Is your opportunity to present your program and its structure to the RRC

---

---

---

---

---

---

---

---

Accreditation Council for Graduate Medical Education



### Approaches to the PIF

- Just one more thing to do – get it done if I have time.
- No big deal – I'll just copy it from the last one.
- A necessary evil – get it done quickly so I can move on to my next task.
- Pretty important – need to make time in schedule
- Essential – coordinate efforts with program director organize the sections and divide responsibility for completion. Review program requirements.



---

---

---

---

---

---

---

---

## Preparing the PIF

- KNOW THE REQUIREMENTS
- ORGANIZE THE DATA COLLECTION PROCESS
- SET A TIMELINE AND SHARE DUTIES
- USE THE NARRATIVES
- DON'T BE AFRAID TO ASK FOR HELP
- REVIEW BEFORE SUBMISSION

---

---

---

---

---

---

---

---

## PIF Pitfalls

- Ramifications of poorly prepared PIF
  - Citations
  - Shorter cycle length
  - Adverse action
- Review of PIF sections and common citations

---

---

---

---

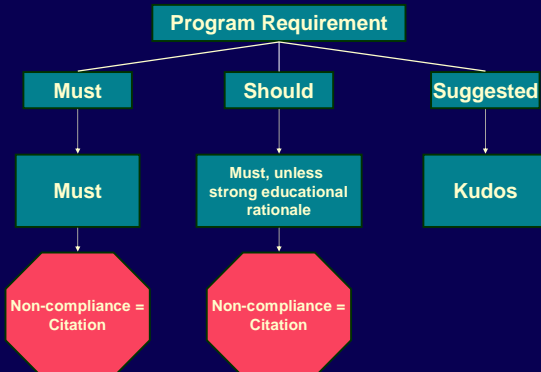
---

---

---

---

## EVOLUTION OF THE CITATION



---

---

---

---

---

---

---

---

## SUBSTANTIAL COMPLIANCE

### Program Requirement

Sec. 2: Institutions

Sec. 3: Program Personnel & Resources

Sec. 4: Fellow Appointments

Sec. 5: Program Curriculum

Sec. 6: Fellow Duty Hours & the Working Environment

Sec. 7: Evaluation

- Compliance judged by section
- Multiple citations or serious citations = *noncompliance*
- Multiple sections of noncompliance = *adverse action*

---

---

---

---

---

---

---

---

Accreditation Council for Graduate Medical Education



## Anatomy of the Subspecialty PIF



- Sections 1-14 – General Subspecialty PIF
  - Types of data collected
  - Review the content
- Section 15-17 – Specialty Specific PIF
  - Specialty Specific Institutional Information
  - Specialty Specific Educational Program
  - Specialty Specific Procedure and Technical Skills
- Section 18 – Documents Checklist

---

---

---

---

---

---

---

---

Accreditation Council for Graduate Medical Education



## Anatomy of the PIF – Section 1

### Provides program identification information

- Sponsoring Institution
- Program Director
- Appropriate Signatures

---

---

---

---

---

---

---

---



## Anatomy of the PIF – Sections 2 - 3

- Identify the Principal Teaching Hospital and Participating Hospitals
- Type of affiliation
- Policies

### Potential Citations

- Institutional policies
- Letters of agreement

---

---

---

---

---

---

---

---



## Anatomy of the PIF – Section 4

- Identifies non-hospital settings
- Type of setting (continuity)
- Continuity Evaluation
- Letters of agreement
- Policies

### Potential Citations

- Letters of agreement
- Written policies
- Evaluation of CC experience

---

---

---

---

---

---

---

---



## Anatomy of the PIF – Section 5

- Administration of the Program
  - Sponsoring Institution resources
  - Program Director authority

### Potential Citations

- Service vs education
- Program facilities
- Institutional oversight

---

---

---

---

---

---

---

---



## Anatomy of the PIF – Section 6

- Examines changes to program
  - Program Director
  - Changes in training site
  - Fellow complement
- Asks whether RRC was notified of changes

### Potential Citations

- RRC-IM not notified of significant changes to program
  - PD
  - Changes in training site affiliations
  - Increase/decrease in number of fellows

---

---

---

---

---

---

---

---

---

---



## Anatomy of the PIF – Section 7

### Faculty Credentials

- Biographical data
  - Program Director
  - Key Clinical Faculty
  - Other Professional Faculty
- Time Devoted to Program
- Research and Scholarly Activity

### Potential Citations

- PD/KCF not certified
- PD has inadequate experience in GME
- PD/KCF do not devote the required amount of time to the program
- Inadequate number of KCF to support the program
- Inadequate faculty scholarship to support educational environment

---

---

---

---

---

---

---

---

---

---



## Anatomy of the PIF – Section 8

### Fellows

- Collects data for all fellows and graduates of program  
Tracks core experience of fellows and ABIM pass and take rate
- Number of positions approved and filled

### Potential Citations

- Non-ACGME experienced fellows
- ABIM take rate
- Exceeded approved fellow complement

---

---

---

---

---

---

---

---

---

---



## Anatomy of the PIF – Section 9

### Rotation Schedule

- Identifies rotations for the TYPICAL fellow
- Work environment questions
- Separate schedule for each year of accredited training

### Potential Citations

- Duty hours citations
  - Exceed 80 hours per week as averaged over 4 weeks
  - Number of full days off per week
  - Frequency of nights on call
  - Excessive home call

---

---

---

---

---

---

---

---



## Anatomy of the PIF – Section 10

### Ambulatory Medicine

- Identifies all of ambulatory experiences
- Data regarding continuity experiences
  - Duration
  - Patients seen per session
  - Faculty supervision
  - Gender percentage of patient population

### Potential Citations

- Continuity clinic volume
- Gender diversity
- Inadequate faculty supervision
- Insufficient frequency of clinic

---

---

---

---

---

---

---

---



## Anatomy of the PIF – Section 11

### Fellow Research and Scholarly Activity

- Requires evidence of fellow participation in research and/or scholarly activities
- Research mentoring

### Potential Citations

- Fellow research productivity
- Faculty mentor

---

---

---

---

---

---

---

---



## Anatomy of the PIF – Section 12

### Evaluation

- Written records of evaluations
- Feedback to fellows on performance
- Faculty/Program evaluation
- Records of transferred fellows

### Potential Citations

- Verbal feedback at the end of rotation
- Faculty/Program evaluation
- Final evaluation
- Semi-annual meeting with program director

---

---

---

---

---

---

---

---



## Anatomy of the PIF – Section 13

- Required Narrative
  - Outstanding and special features of the program
  - Areas that warrant strengthening
- Section Required and Optional Narratives
  - Offered in each section

---

---

---

---

---

---

---

---



## Anatomy of the PIF - Section 14

### Experimentation and Innovation

- Identify PI project
- Faculty and fellow involvement
- Measurable improvements

### Potential Citations

- No project
- Lack of faculty and fellow involvement
- Not related to the competencies
- No measurable improvement

---

---

---

---

---

---

---

---



## Anatomy of the PIF - Section 15

### Institution Information

- Medical records and reference material
- Facilities and Resources

### Potential Citations

- Availability of medical records
- Adequate reference materials
- Facilities for the speciality – i.e. Computerized tomography

---

---

---

---

---

---

---

---



## Anatomy of the PIF - Section 16

### Educational Program

- Curriculum
- Review of goals and objectives
- Required conferences
- Specific topics for conferences
- Required subspecialty experiences/content areas

### Potential Citations

- Presence of curriculum
- Revisions with faculty and fellows
- Inadequate conferences
- Inadequate opportunity for required subspecialty experiences

---

---

---

---

---

---

---

---



## Anatomy of the PIF - Section 17

### Procedures and Technical Skills

- Required procedures
- Content areas

### Potential Citations

- Inadequate clinical experience
- Competency not achieved in required procedures

---

---

---

---

---

---

---

---

## Anatomy of the PIF – Section 18

### Required Documentation

- Affiliation/Letters of agreement
- Written policies
- Sample evaluation forms
- Response to previous citations

---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---