

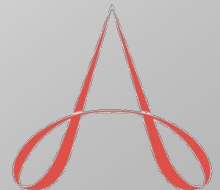
Accreditation 101

ACR Program Directors' Conference 2011

Felicia Davis

Associate Executive Director

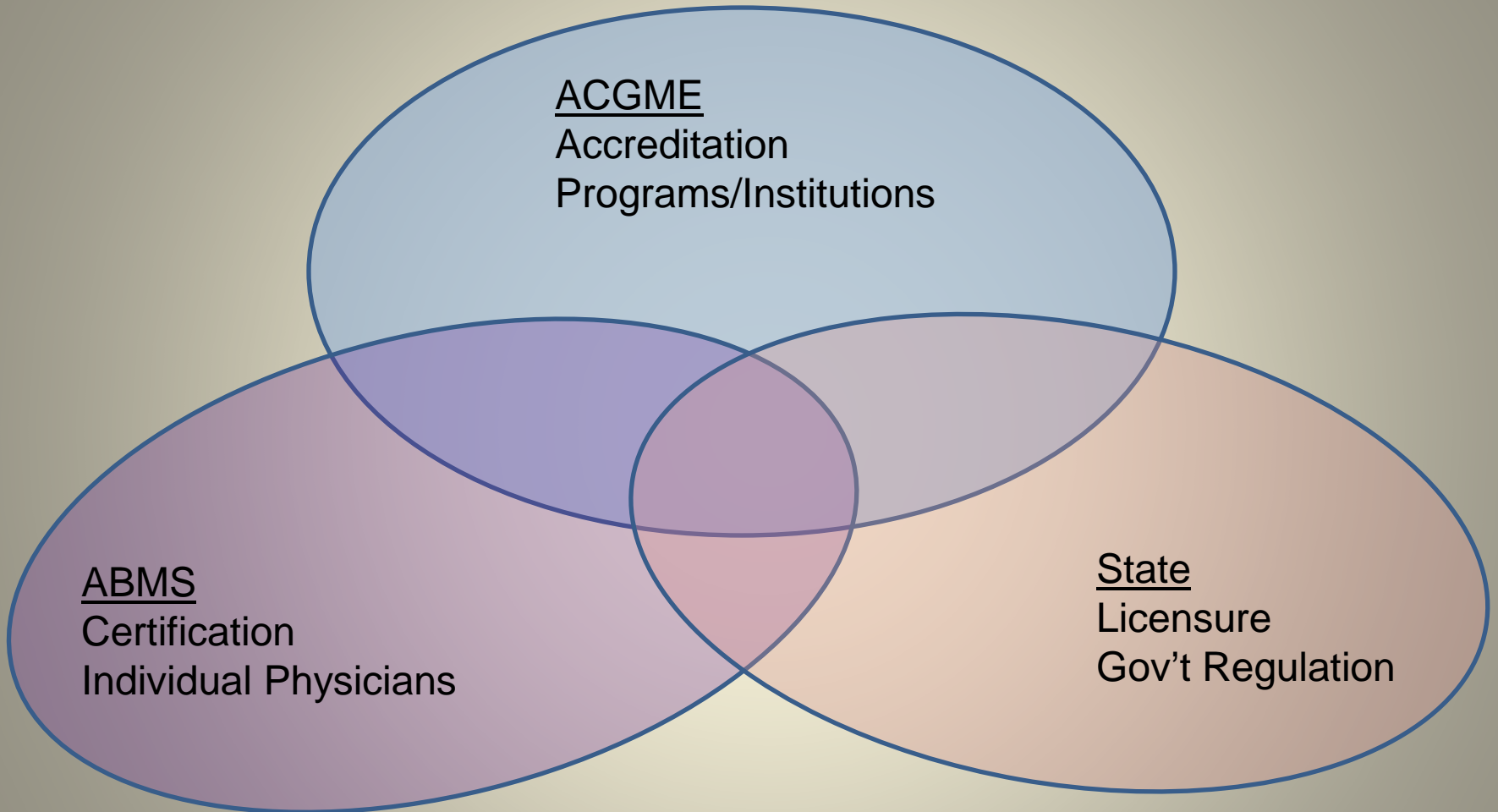
Review Committee for Internal Medicine



Session Overview

- ACGME and the RC-IM
- RC-IM Review Process
- Preparation for the Site Visit - the PIF
- The Site Visit
- What Happens After the Site Visit

Who Does What?



ACGME Statistics

- More than 8,000 accredited programs in the U.S.
- Over 114,000 trainees
- Field staff conduct ~ 2,000 site visits annually
- On average, all programs seen every 3.7 years (range 1 to 5 years)



Rheumatology

- Accredited as a 2-year fellowship
- Currently 108 accredited rheumatology programs
- Approximately 415 rheumatology fellows
- Average cycle length for 2010-2011 is 4.92 years out of 5 year maximum

Common Acronyms

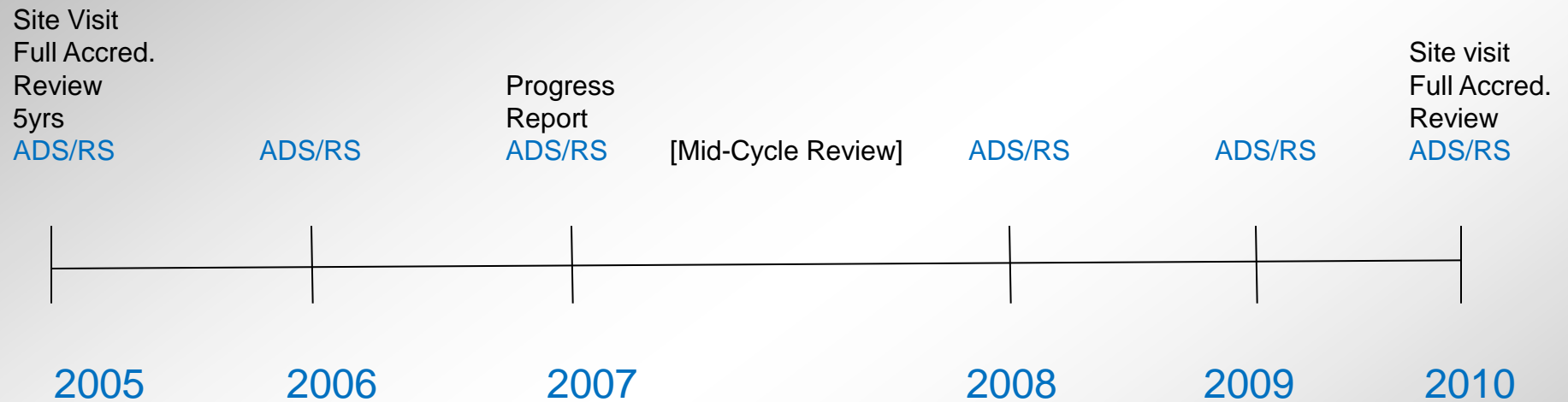
- **ADS**
Accreditation Data System
- **LON**
Letter of Notification
- **RC-IM or RC or RRC**
Review Committee for Internal Medicine
- **DIO**
Designated Institutional Official
- **RS**
Resident Survey

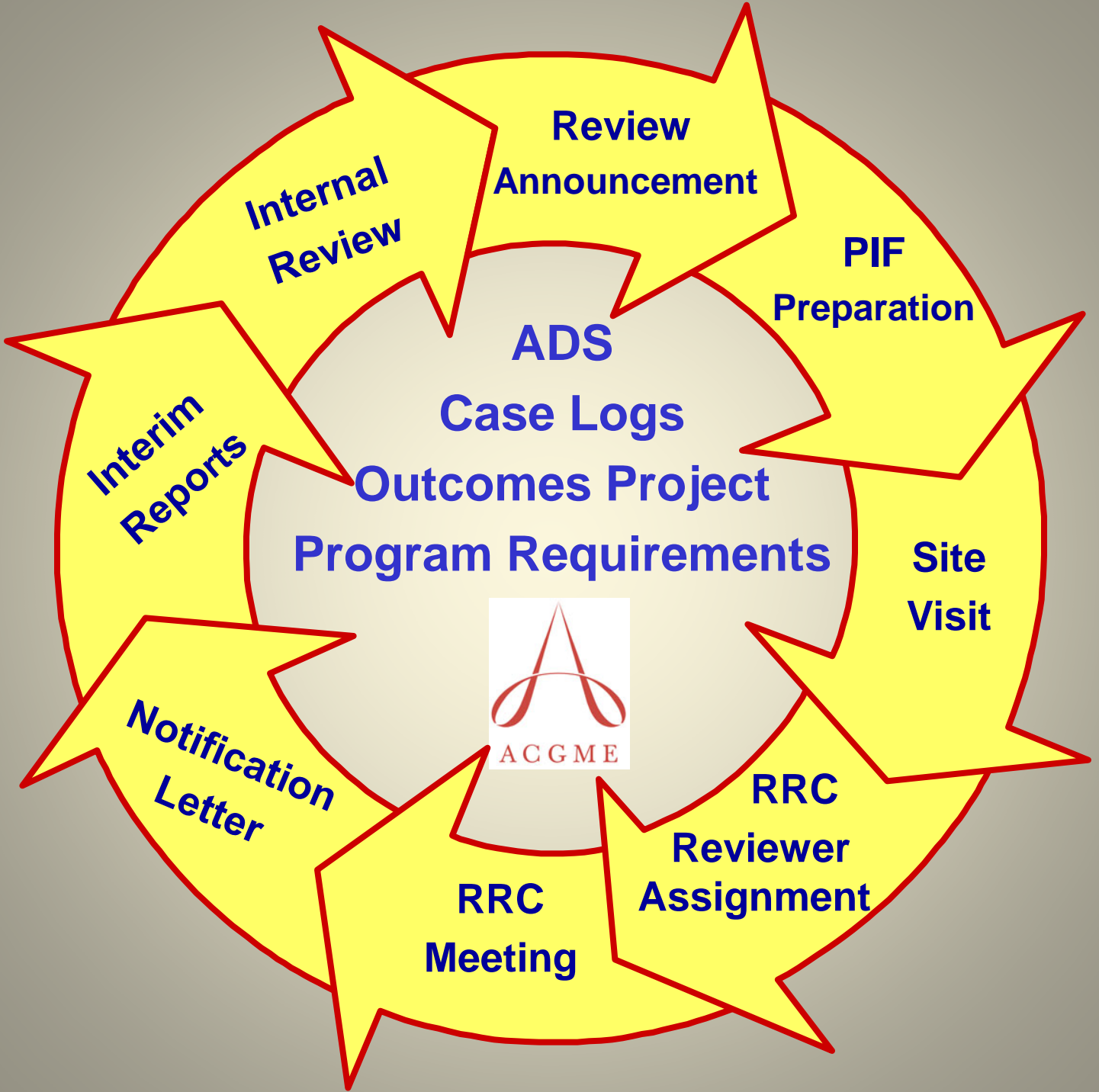
PIF

Program
Information
Form



Accreditation Data Collection





How Does the Site Visit Process Begin?

- Initiated by e-mail to program director, core program director and DIO approximately 90-150 days prior to SV date
- Typically within 2-4 months of the approximate date
- SV Letter:
 - Provides instruction as to where to access the PIF in ADS to download
 - Identifies the site visitor name and contact information
 - Identifies due date for PIF



Requests for Changes in the Site Visit Date or the Site Visitor

1. Electronic notification of visits, program staff should contact Field Activities staff within 14 days of the date of the email/letter
2. Work it out within the week or sequence
3. Late requests, DIO approval a must, fee may be assessed

Requests for Changes in the Site Visit Date

Contact *Jane Shapiro* or
Penny Iverson Lawrence

within 14 days of date of the letter at:

312-755-5015 or jshapiro@acgme.org

312-755-5014 or pil@acgme.org

Please do not contact the Site Visitor,
RC staff, or an RC chair



What is the PIF?

- A paper document that is a tool used by the RC to gather a comprehensive description of programs and their compliance with program standards
- Collects data regarding all components of your program
- Consists of 2 parts: Common PIF and Specialty Specific
- Is your opportunity to present your program and its structure to the RC



Preparing the PIF

- Know the requirements
- Organize the data collection process
- Set a timeline and share duties
- Review, review, review before submission



A Few Pointers on PIF Preparation (cont)

- *Start EARLY*
- Read questions carefully, create new responses
 - Clear, concise, accurate and complete
 - Provide key to abbreviations
- Check spelling
- No extra attachments
- No binders, staples or large clips

A Few Pointers on PIF Preparation (cont)

- Proof carefully for content - Narrative should agree with data/blocks
- Ask faculty, fellows to review and suggest edits
 - Improves the PIF
 - Informs residents and faculty

On the day of the site visit the Site Visitor will...

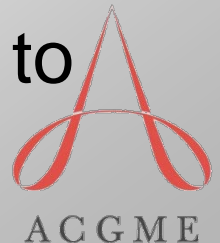
- Explain the survey process
- Clarify, confirm, verify, and sometimes help correct PIF - it needs to be accurate!
- Meet with: Program Director, Fellows, KCF, DIO, Administrator
- At times: Tour areas of the facilities

Site Visit Day – Helpful Hints!

- http://www.acgme.org/acWebsite/bulletin-e/e_bulletin02_08.pdf

February 2008 issue of the ACGME e-Bulletin authored by members of the field staff entitled *“Nine ‘Red Flags’ in Accreditation Site Visits and Reviews”*

- Reserve one room for the entire day
- Have assistants available
- Provide the Site Visitor with a detailed map to hospital, parking, and room



Site Visit Report

- What goes in:
 - Program History, review of previous citations, actions to correct
 - Review of relevant data from last institutional review
 - Clarification and verification of the PIF, using comments from faculty, residents, others
 - Does include “the RC may wish to pay particular attention to...”
- What does not go in:
 - Site visitor opinions, biases, judgments
 - No recommendation for RC action

What Happens Next?

- RRC Reviewer:
 - Evaluates all the information available on the programs assigned: (1) SV report, (2) Program history, (3) PIF, (4) Interim Correspondence, (5) RS
 - Submits a written summary of program evaluation and recommendations to the RRC
 - Presents each program to entire RRC and defends recommendations
- The majority decision of the entire RRC establishes the accreditation status, citations and/or concerns for the program, and sets the cycle length.

RRC Meetings

RRC-IM meets 4 times each year:

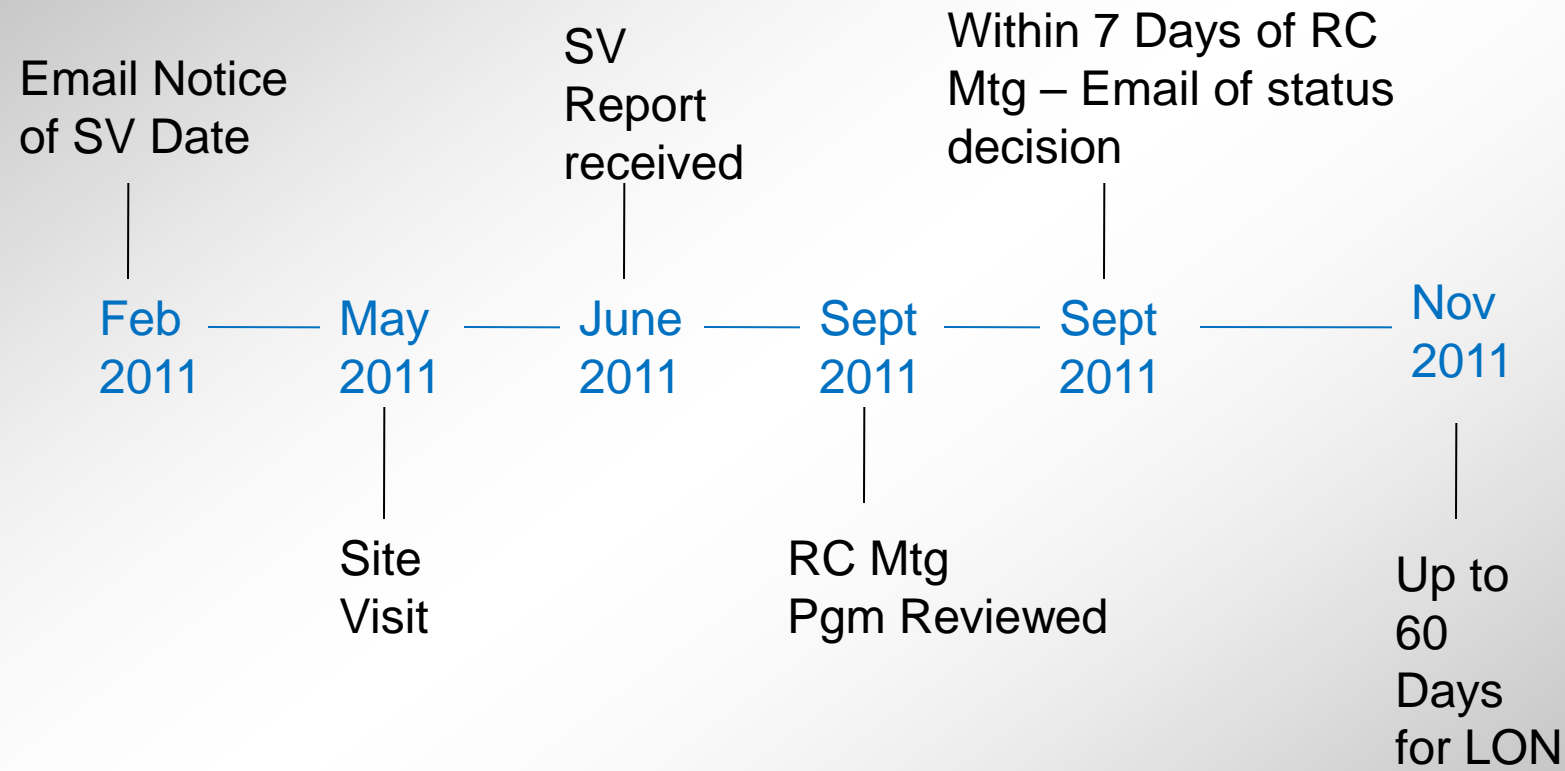
- January → Program Review
- May → Program Review
- July → Business/Policy meeting
- September → Program Review

How Do I Find Out the Decision?

- E-mail within 1 week of the meeting
- Notification Letter within 60 days of mtg
 - Official Record of Actions of RRC
 - Lists Program Information
 - Identifies Areas of Non-Compliance (Citations)
 - Lists any requests for interim reports
 - Sets Approximate Date of Next Site Visit



Site Visit Timeline Example



ACGME Communications

- Website - [VERY IMPORTANT RESOURCE!!!!!!](#)
- Weekly ACGME e-Communication
- JGME – peer reviewed, published quarterly
- Electronic Notices – ADS update, RS, SV, LON, interim correspondence



- About ACGME ▶
- ACGME Awards ▶
- ACGME Learning Portfolio ▶
- Bulletin & Lit Reviews ▶
- Data Collection Systems ▶
- GME Information ▶
- Human Resources ▶
- Institutional Review ▶
- Journal Grad Med Ed ▶
- Meetings & Workshops ▶
- Newsroom ▶
- Outcome Project ▶
- Review Committees ▶
- Resident Duty Hours ▶
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Home

The Accreditation Council for Graduate Medical Education (ACGME) is responsible for the Accreditation of post-MD medical training programs within the United States. Accreditation is accomplished through a peer review process and is based upon established standards and guidelines.

News:

- **New** - [Processing Applications for New Residency Programs Related to HRSA Teaching Health Center Graduate Medical Education \(THCGME\) Programs](#)
- [ACGME Response Letter to OSHA \(PDF\)](#)
- [Duty Hours: ACGME Approved Standards Website](#) (Updated with FAQs and Cost Analysis)
- [ACGME news releases \(12/1/10\)](#)
- [Contribute to the Nathan K. Blank, MD Fellowship \(PDF 8/18/10\)](#)

Events:

- **New** - The 2011 Annual Educational Conference Marvin Dunn Keynote Address has been rescheduled for Friday, March 4th at 8:15 am.
- 2011 ACGME Annual Educational Conference, March 3-6, 2011 **(Registration is closed)**
- 2011 Annual Educational Conference Brochure (PDF)
- [Leadership Skills Training Program for Chief Residents](#)

Additional Links:

<http://www.acgme.org>

- [The Latest on the ACGME Learning Portfolio](#)
- [One-Year Common Program Requirements](#)

Minimum Browser Requirement

ACGME Data Systems can be accessed anywhere with an internet connection via a computer using Microsoft Windows or Apple Mac operating systems. To utilize current features and future enhancements completely, please access our systems using one of the supported web browsers listed below.

- [Internet Explorer](#) - 7.0 or later
- [Mozilla Firefox](#) - 2.0 or later
- [Opera](#) - 9.0.6 or later
- [Google Chrome](#) - 3.0.195.27 or later
- [Apple Safari](#) - 3.0 or later



Who is the RRC-IM?





RRC-IM Communications

- Annual Newsletter
- FAQs!!!!!!!!!!!!
- Presentations at ACGME Annual Educational Conference
- Presentations at APDIM and ASP
- Some Specialty groups
- Individual Q&A Sessions



- [About ACGME](#) ▶
- [ACGME Awards](#) ▶
- [ACGME Learning Portfolio](#) ▶
- [Bulletin & Lit Reviews](#) ▶
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Internal Medicine Menu

[Staff & RC Member Listing](#) | [Program Requirements](#) | [Common & Institutional Requirements](#) | [PIF](#) | [Program Resources](#) | [Updates from the RRC](#) | [Site Visit](#) | [FAQ](#) |

Staff & RC Member Listing:	<ul style="list-style-type: none"> ▶ Find Staff Contacts by Subject (MS Word) ▶ RRC Members
Program Requirements:	<ul style="list-style-type: none"> ▶ Program Requirements ▶ Institutional Requirements (PDF)
Common & Institutional Requirements: <i>Requirements for use by all RRC's</i>	<ul style="list-style-type: none"> ▶ Common Program Requirements (PDF) ▶ Program Director Guide to the Common Program Requirements
Program Information Forms: <i>Program specific forms and documentation</i>	<ul style="list-style-type: none"> ▶ Program Information Forms (PIFs)
Program Resources: <i>Information and tools to help you with residency review committees</i>	<ul style="list-style-type: none"> ▶ Notable Practices Common Guidelines ▶ Key to Standard Notification Letter (DOC) ▶ How to Apply for Accreditation ▶ Program Directors' "Virtual Handbook" ▶ Proposals for Innovative Projects ▶ Appointment Process for ACGME Review Committee Members (PDF) ▶ Competency -based Resident Education ▶ Clarification about Resident Transfers (PDF) Specialty-specific Guidelines ▶ Resident Complement (PDF) ▶ Links ▶ Additional Years of Training (PDF) ▶ Educational Innovation Project ▶ Training in Dual Certification Programs (PDF) ▶ Faculty Qualifications Judged Acceptable by the RC ▶ ID training in International Health (PDF) ▶ Procedures for Review of Single Program

Contacts

- Questions related to requirements or notification letter:
 - **Jerry Vasilias** (312) 755-7477, jvasilias@acgme.org
 - **Felicia Davis** (312) 755-7445, fdavis@acgme.org
 - **Karen Lambert** (312) 755-5785, kl@acgme.org
- Questions related to PIF content:
 - **Danny Hart** (312) 755-7440, dhart@acgme.org
- Questions related to complement increases:
 - **Jessalynn Van Ausdall** (312) 755-5784, jvanausdall@acgme.org
- Questions related to the ADS/Technical problems with PIF:
 - **Raquel Eng** (312) 755-7120, reng@acgme.org
- Questions related to site visit:
 - **Ingrid Philibert** (312) 755-5003, iphilibert@acgme.org
 - **Jane Shapiro** (312) 755-5015, jshapiro@acgme.org
 - **Penny Lawrence** (312) 755-5014, pil@acgme.org



Questions

