

Managing the **P**rogram **I**nformation **F**orm (**PIF**)

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2010 Rheumatology Program Administrators



What's New

- ACGME-I
- JGME – Journal of Graduate Medical Education (www.jgme.org)
- Leadership Skills Training for Chief Residents
- 2010 largest Educational Conference ever
- As of April 1, 2010 - NO MORE QUESTIONNAIRES!!!!!!!



What is the PIF?

- Tool that the RRC uses to gather a comprehensive description of programs and their 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

Preparing the PIF

- Divide and Conquer – Coordinate PIF efforts with program director and other faculty
- Organize the sections
- Know the requirements
- Set a timeline
- Don't be afraid to ask for help
- Review, review, review before submission

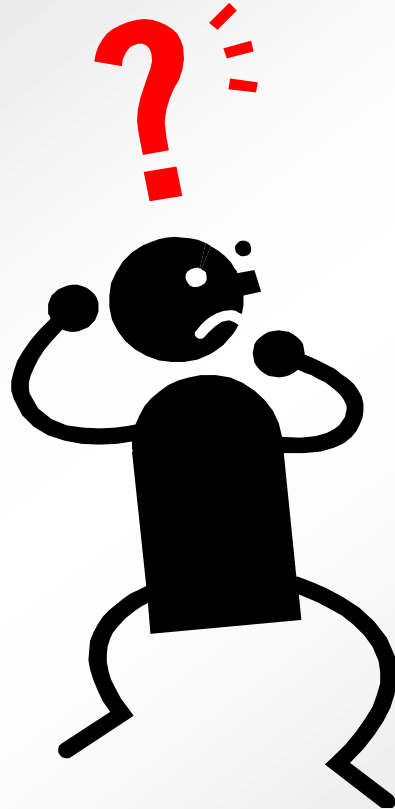


PIF Disasters

- Unnecessary citations
- Shorter cycle length
- Adverse actions
- Misplaced PIF
- “I’ll just use the PIF from our last review”
- Not going to finish the PIF by the due date



What is a citation? How did we get it?



Program Requirements

Non-compliance = **Citation**

Substantial
Non-compliance = Shorter cycle length,
proposed adverse action

Program Requirement Language

- “Must” = A must is a must is a must, no exceptions.
- “Should” = A should is really a must, unless the program has a strong educational rationale.
- “Suggested” = Not required, won’t generate a citation.

Current “Old” Format of the Program Requirements

General/Common PRs

- Institutions
- Program Personnel and Resources
- Fellow Appointment
- Educational Program
- Evaluation
- Fellow Duty Hours
- Experimentation and Innovation

Specialty Specific PRs

- Educational Program
- Faculty
- Facilities and Resources
- Specific Program Content
(11 sections total)

Proposed “New” Format of the Program Requirements

General/Common/Subspecialty Specific PRs

- Institutions
- Program Personnel and Resources
- Fellow Appointment
- Educational Program
- Evaluation
- Fellow Duty Hours
- Experimentation and Innovation (7 sections total)

Anatomy of the Subspecialty PIF

- **Section 1- Common PIF**
 - Addresses all of the General Subspecialty Program Requirements
- **Section 2 – Specialty Specific PIF**
 - Specialty Specific Institutional Information
 - Specialty Specific Educational Program
 - Specialty Specific Procedure and Technical Skills



Common **PIF** – Section 1

- **Provides program identification information**
 - Sponsoring Institution
 - Program Director
 - Appropriate Signatures
 - Accreditation Information

Common PIF – Section 1

- **Respond to Citations - Major Changes**
 - Document clearly
 - Changes in program since last review
 - List areas of the program that warrant strengthening

Common PIF – Section 1

- **Participating Sites**
 - Identify Primary Teaching Hospital
 - Type of affiliations
 - Length of rotations
 - Policies
- **Potential Citations**
 - Institutional policies
 - Letters of agreement

Common PIF – Section 1

- **Faculty/Teaching Staff**

- Program Director
- Physician /Non Physician Faculty
- Physician Curriculum Vitae

- **Potential Citations**

- PD/KCF not ABIM certified
- Inadequate number of identified KCF
- Inadequate research participation and/or productivity

Common PIF – Section 1

- **Resident Appointment**

- Number of Positions
- Actively enrolled residents
- Aggregated Resident Data
- Graduates
- Transferred, Withdrawn Residents

- **Potential Citations**

- Program has more fellows enrolled than the approved complement
- Files of Transfer fellows incomplete

Common PIF – Section 1

■ Evaluation

- Methods of evaluation for each competency
- Feedback to fellows on performance
- Faculty/Program evaluation
- Multi-source Evals

■ Potential Citations

- Verbal feedback at the end of rotation
- Faculty/Program evaluation
- Summative evaluation
- Semi-annual meeting with program director
- Less than 2 identified evaluators

Common PIF – Section 1

▪ Resident Duty Hours

- Collects program data for all fellows
- Collects program responses to standard ACGME duty hour requirements
- Faculty supervision of fellows in patient care activities

▪ Potential Citations

- 10-hour break
- Number of full days off per week
- Supervision

Specialty Specific PIF – Section 2

- **Participating Sites – Additional Information**
 - Fellow consult responsibilities
 - PD coordinate day-to-day activities
 - Policy defining fellows responsibility for non-teaching pts
- **Potential Citations**
 - Lack of non-teaching patient policy
 - Program Director oversight

Specialty Specific PIF – Section 2

- **Administration of the Fellowship**
 - PD salary support
 - Adequate facilities
 - Adequate administrative and secretarial support for the program
 - PD reporting relationship

- **Potential Citations**
 - Sponsoring institution does not provide adequate salary support for PD
 - Inadequate conference rooms, on-call rooms
 - No administrative support for the program director
 - Sub PD does not have a reporting relationship with core IM PD

Specialty Specific **PIF** – Section 2

■ Graduates of the Program

- ABIM pass rate
- ABIM take rate

■ Potential Citations

- Less than 80% take rate
- Track graduate performance
- Less than 75% of fellows from ACGME internal medicine residency pgms

Specialty Specific PIF – Section 2

- **Rotation Schedule
Year 1 & 2**

- Identify name of each rotation at each site
- Identify duration of experience

- **Potential Citations**

- Inadequate required rotations
- Allocated research time

Specialty Specific PIF – Section 2

■ Rotation Schedule Narrative

- Educational rationale for less than 10-hour breaks
- How program ensures compliance for 24+6 rule
- How program monitors home-call compliance with 80 hr/wk
- Explain how program addresses fellow fatigue in patient care responsibilities

■ Potential Citations

- Violation of duty hour requirements.

Specialty Specific PIF – Section 2

▪ Continuity Clinic

- Site Name
- Number of ½ day sessions per week
- Number of pts seen per session
- Percent of female patients

▪ Potential Citations

- Inadequate patients per session
- Patient gender mix

Specialty Specific PIF – Section 2

- **Research and Scholarly Activity**

- Percent of fellows participating in research
- Protected time for research
- Research mentor

- **Potential Citations**

- No protected time for research either concurrent or in blocks
- No dedicated research mentor

Specialty Specific **PIF** – Section 2

- **Research & Scholarly Activity - Graduates**
 - List of graduate's scholarly activity over the past three years

- **Potential Citations**
 - Less than 51% of graduates have research products over the past three years prior to submission of the **PIF**

Specialty Specific PIF – Section 2

- **Evaluation – Additional Information and Narrative**
 - Methods for evaluating procedure logs, fellows, teaching attendings, other faculty
 - Mechanism for monitoring fellows' stress
- **Potential Citations**
 - Evaluations are not confidential
 - Fellow evaluations of faculty do not occur at the end of each rotation

Specialty Specific PIF – Section 2

■ Performance Improvement

- Describe an ongoing performance improvement (PI) activity related to the competencies

■ Potential Citations

- Lack of PI project
- Project does not have measurable improvements
- Both fellows and faculty do not participate in all aspects of the activity

Specialty Specific PIF – Section 2

- **Institution Information**
 - Availability of medical records
 - Autopsy reports
 - Availability of facilities and resources
- **Potential Citations**
 - Fellows' do not routinely review/obtain autopsy reports
 - Inadequate facilities

Specialty Specific **PIF** – Section 2

- **General Competencies – Internal Medicine**
 - Describe a learning activity that describes how fellows' learn each of the competencies

- **Potential Citations**
 - Described activity does not effectively teach the intended competency

Specialty Specific PIF – Section 2

- **Educational Program Part 1**
 - Written curriculum
- **Potential Citations**
 - Curriculum is not competency based
 - Curriculum is not level specific
 - G&O not reviewed by the faculty with the fellows at the beginning of each rotation

Specialty Specific PIF – Section 2

■ Educational Program Part 2

- Core curriculum conferences
- Case conferences
- Research conference
- Journal Club
- Verify whether the program provides formal instruction in the required topics

■ Potential Citations

- Not enough core conferences offered
- Fellows do not receive formal instruction in any of the required topics
- Fellows required to present at conferences with no faculty involvement



Specialty Specific PIF – Section 2

- **Educational Program Part 3**
 - Verify whether formal instruction/education provided all indentified areas
- **Potential Citations**
 - Fellows are not educated in any of the identified specialty specific areas

Specialty Specific PIF – Section 2

- **Educational Program Part 4**
 - Verify whether fellows receive formal instruction, clinical experience and demonstrate competence in all required disorders
- **Potential Citations**
 - Fellows do not receive formal instruction, clinical experience or achieve competence in any of the required specialty specific disorders

Specialty Specific PIF – Section 2

- Educational Program Narrative
 - Describe methods for fellows to make up core conferences
 - Describe the conduct of core conference series
 - Describe how faculty and fellows are educated about fatigue and its effects
- Potential Citations
 - Program has no method to allow fellows to make up conferences
 - Program does not formally educate fellows and faculty about fatigue/sleep deprivation

Specialty Specific PIF – Section 2

- Procedures & Technical
 - Indicate whether instruction is provided for all listed procedures
 - Percent of fellows who have achieved proficiency
- Potential Citations
 - Fellows indicate they do not receive formal instruction or achieve proficiency in any of the identified procedures

Questions

