


Accreditation Council for Graduate Medical Education 

## PD Guide to the Accreditation Cycle: Part 1, Before the Site Visit

New Program Directors Pre-Course  
2008 ACGME Annual Educational Conference  
Grapevine, Texas

Steven P. Nestler, PhD  
Senior Executive Director

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## Presentation Outline

- Notification Letter Follow-up
- Annual Activities
- Stay Current
- Preparing for the Next Visit
- Applying for Initial Accreditation

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## ACGME Acronyms

- ADS
  - Accreditation Data System
- RRC or RC
  - Residency Review Committee or Review Committee
- DIO
  - Designated Institutional Official
- PIF
  - Program Information Form

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### Notification Letter Follow-up

- Make sure you understand the feedback
- Provide progress report, if requested
- Focus on program improvement
- Involve faculty, residents, and other staff
- Prepare a plan (objectives, timeline, evaluation)
- Review at least once a year

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### Annual Review

- Common Program Requirements
  - Eval program at least annually (use PRs)
  - Program Director, faculty & resident involvement
  - Plan for continuous improvement
  - Identify changes to stay current with specialty
  - Revise, update written curriculum

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### Internal Review

- Institutional Requirements
  - Internal Review ~midpoint between site visits
  - Sponsor's GMEC is responsible
  - Often includes preparation of updated PIF
  - Monitoring of steps to address previous citations

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## Annual Reporting

- Common PR II.A.4.f. & Specialty PRs
  - Resident Case Log System
  - Accreditation Data System (ADS)
  - Resident survey (~50%)
  - [www.acgme.org](http://www.acgme.org)

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## Report Changes in ADS

- Complement increase/decrease
- New Program Director
- Participating institutions

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## Stay Current

- Keep up with PR and PIF revisions
  - Newsletters & bulletins
  - Program Director meetings
  - [www.acgme.org](http://www.acgme.org)

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### Preparing for Next Visit

- Know the target date for your next visit
- Anticipate scheduling letter
- Know what data/info PIF requests
- Who needs to help?
- Be organized & start early

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### PIFs

- PIF is tool RRCs use to obtain a description of a program and its compliance with program requirements
- Common PIF will have sections pre-populated from Accreditation Data System (ADS) annual update
- Subspecialty sections will be specific to your specialty

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### PIF Preparation

- Review program requirements
- Organize the data collection process
- Set a timeline and share duties
- Don't be afraid to ask for help
- PROOFREAD**
  - *Internal consistency, polishing, accuracy*

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## Applications for New Programs

- [www.acgme.org](http://www.acgme.org)
- PIF for new applications
- Program requirements
- Contact ACGME Staff for additional info
- Often a 12-month process

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## Applications

- Application is a proposal
- Must present detailed plan for compliance with PRs
- Include documentation of curriculum and resources
- Site visit may be required
- Additional info often requested

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## Between Site Visits

QUESTIONS?

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