

# **SURVIVOR 101**

## **Tips for Survival**

**From the Internal Review  
to the  
ACGME (MIS, ACS) Site Visit**

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# Internal Review

## Internal review:

- ◆ Conducted at the institutional level by the Graduate Medical Education Committee
- ◆ One faculty member, one resident, and at least one resident from within the sponsoring institution but not from within the GME program being reviewed
- ◆ Additional internal or external reviewers may be included, as well as administrators from outside the program
- ◆ Not shown to the site visitor during the program review.
- ◆ Site visitors need the following information:
  - Date of the internal review
  - Composition of the review panel
  - Individuals and materials interviewed
  - Date when the internal review report was reviewed by the GMEC.
  - Internal review reports are reviewed by site visitors only during an institutional accreditation site visit.
  - Report should not be included in the PIF or shown to the program site visitor
- ◆ When one or more programs are inspected, the DIO is asked to omit the report from the institutional review materials sent to the site visitor.

# Surgery Residency Training Program Mid-Cycle Review Committee

Internal Medicine Director

Senior Director for QI

Core Faculty Member – Internal Medicine

Associate Program Director – Internal  
Medicine

Chairman, Dept of Medicine

PGY-3 Medical Resident

Director, ICU

Medical Residency Program Administrator

# The People in White Coats

## What did they ask for:

- ◆ records of rotation schedules
- ◆ resident duty hours
- ◆ resident-specific competencies with regard to technical proficiencies
- ◆ resident conference attendance
- ◆ faculty participation in didactic educational activities
- ◆ faculty teaching assignments and ratios
- ◆ formalized resident chart reviews
- ◆ resident ambulatory care encounters
- ◆ resident presentations and publications
- ◆ faculty publications
- ◆ current program goals
- ◆ status of achieving the last academic year goals
- ◆ letters of notification or citation from RRC
- ◆ previous internal review documents
- ◆ any documents addressing previously identified areas of concern or non-compliance

# Internal Review – Tips #1



*Be afraid, be very afraid  
of those  
Internal Medicine People  
in their perfect white,  
non-stained coats*

# Internal Review – Tips #2

- ◆ Actual site visit
- ◆ PIF
- ◆ Organization
- ◆ Time management
- ◆ Communication
- ◆ Know your program
- ◆ Know your residents
- ◆ Know the problems

# Internal Review – Tips #3

## ◆ This is the time to:

- \*review policies & procedures
- \*refresh your memory
- \*discover any problems
- \*address areas of concern
- \*prepare for the actual ACGME site visitor
- \*make it right

# ACGME (MIS, ACS) SITE VISIT

Develop timelines and note important dates as soon as you know them (set your own due dates accordingly)

- Date PIF is due to GME office
- Date PIF is due to reviewer
- Date of Site Visit





# ACGME SITE VISIT

- ◆ Expect everything to take 3 times as long as you planned for it to take
  - Faculty CVs will take 6 times as long (start those before you get your letter)
  - Faculty will give you everything at the last minute or AFTER
  - What looks simple is the stuff that ends up tripping you up...assume it's all difficult

# ACGME SITE VISIT

- ◆ Have outsiders read for clarity and typos
- You can't see your own mistakes
- You will reach the point where you can't look at the document one more time without going crazy...so ask others to proof for you in the week before it goes to the reviewer

# ACGME SITE VISIT

- ◆ Prep your residents and your faculty
- ◆ **FOLDERS with important information (this is an open book test for them)**
  - Department education goals
  - Evaluation table (core competencies in action)
  - Policies (duty hours, moonlighting)
  - Latest ACGME Resident Online Survey (site visitor WILL ask about any areas of non-compliance)
- ◆ **MEET with peer-selected residents** week before to let them ask questions and go through contents of the folder.

# ACGME SITE VISIT

- ◆ Organize your documents according to your site visitor's letter
  - Site visitor will send a letter detailing what they want to see.
  - Prepare your folders in that order.
  - Take documents out of files and put in folders
    - (semi-annual evaluation documentation, final evaluations, etc.)

# ACGME SITE VISIT

- ◆ Have a back up person who knows what's going on
  - Prepare for the worst...it could happen...
  - Make lists of what's left to be done at all stages
  - Have folders ready the week before
  - **Don't try do everything on your own**



# Internal Review / ACGME Site Visit

Make the correlation:

- ◆ Treat the Internal Review just like an ACGME Site Visit
- ◆ Don't take offense to the questions asked or what is in the final Internal Review Report
- ◆ Use the Internal Review Report to your benefit
- ◆ Know the issues, find a solution, and fix the problems
- ◆ Preparation, Organization, Intelligence, and tenancy

# ACGME MOCK SITE VISIT

## *Any Volunteers?*

