

Site Visits

* Are conducted by members of the ACGME field staff.
* Maybe announced or unannounced.
* May entail site visitor participation and programs or institutional activities, such as morning reports or other educational conferences, patient safety rounds, or other activities in the learning environment.

Types of Visits:

* Full - these are for all core program applications, at the end of the two-year initial accreditation., they assess overall compliance and ongoing improvement, address broad concerns identified during the review of a data submitted to the ACGME WebAds and assess the merits of a complaint.
* Focused - conduct A timely in-depth exploration of potential problems arising, assess the merits of a complaint.

Keys to Focus on:

* Start preparing early.
* Make sure you've reviewed program requirements and institutional requirements.
* Make sure you've read the most recent accreditation letter note citations and concerns and any progress reports sent to you by the ACGME.
* Identify and realize improvement opportunities.
* Maintain open communication with residents and faculty.
* Convey the attributes of the program to the site visitor in a clear and accurate way.
* Have a checklist - check it multiple times.
* Avoid repetitive patterns of noncompliance - remember your program is judged against standards published in the requirements; You must comply even if you disagree.
* The program director prepares the accreditation document which includes compliance to the requirements, this must be well organized and complete. Data must be accurate consistent and current.
* Do not submit unrequested materials such as manuals.
* Consult with the DIO or call you the RRC executive director if there are questions or confusing regarding preparation.
* Do an excellent job the first time and avoid having to submit further progress reports.
* Preparation includes efforts by the program director, the program coordinator, faculty, residents, and institutional officials.
* Residents and faculty should review the accreditation documents they can point out errors and benefit from becoming familiar with the description of the program.
* The best way to prepare is to have ongoing communication evaluation and responsiveness with faculty members and residents.
* Support personnel should be familiar and have ready access to files or information that might be requested by the site visitor.
* Program director must answer questions about the source of information in the accreditation document.

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Day of the site visit:

* Make sure all individuals to be interviewed should be aware of the importance of being present on time and without their phones.
* Support personnel should be familiar and have ready access to files or information that might be requested by the site visitor.
* Program director must answer questions about the source of information in the accreditation document.

Questions? Contact Pamela MacMillan [PMac@uwyo.edu](mailto:PMac@uwyo.edu)