

# Preparing for Your ACGME Institutional Site Visit

---

**Paul Foster Johnson, MFA**

Executive Director

Institutional Review Committee

ACGME

*AOGME Webinar*

*February 21, 2019*



# Disclosures

---

I am a full-time employee of the ACGME, and a PhD student at University of Illinois at Chicago. I have no conflicts of interest or financial relationships to disclose.



# Objectives

---

- Discuss ACGME institutional site visit process
- Identify site visit documentation
- Interpret key ACGME Institutional Requirements



# ACGME-Accredited Sponsoring Institution

---

**Definition:** The organization (or entity) that assumes the ultimate financial and academic responsibility for a program of graduate medical education. The Sponsoring Institution has the primary purpose of providing educational programs and/or health care services.

**Examples:** *a university; a medical school; a hospital; a school of public health; a health department; a public health agency; an organized health care delivery system; a medical examiner's office; a consortium; an educational organization.*



# Major Sponsoring Institution Functions

---

- Leadership (Oversight and Support)
- Operational Structure (Personnel and Systems)
- Resources to Support GME
- Oversight of Clinical Learning Environment  
(All Residents and Fellows, All Faculty,  
All Participating Sites, All Programs)
- GME Policies and Procedures



# Institutional Review Committee Leadership, 2018-19

---

## Chair

**Susan E. Kirk, MD**

Associate Dean for Graduate Medical Education

University of Virginia Medical Center

## Vice Chair

**Ronald Amedee, MD, FACS**

Designated Institutional Official

Ochsner Clinic Foundation



# Institutional Review Committee Meetings

---

- May 29-31, 2019
- October 28-30, 2019
- January 15-17, 2020
- May 27-29, 2020
- October 7-9, 2020



# Single Accreditation System

---

- 97 New Sponsoring Institutions (15 OPTIs)
  - Continued Pre-Accreditation: 3
  - Initial Accreditation: 48
  - Initial Accreditation with Warning: 11
  - Continued Accreditation: 34
  - Probationary Accreditation: 1





# Initial Accreditation Site Visit

---

- Follows developmental period for SI (usually 2 years)
- >30 day notice
- Accreditation Data System (ADS) information
- On-site documentation
- Interviews with institutional leadership, faculty, residents/fellows



# For the Site Visitor

---



- Schedule and logistical information
- Institutional GME policies and procedures
- Sample resident/fellow contract(s)
- Evidence of professional liability coverage for residents/fellows
- Documentation of patient care accreditation for participating sites



# ADS Information

---

- Responses to citations
- Sponsoring Institution authority
- Governing Body identification
- Graduate Medical Education Committee (GMEC) operating structure
- Annual Institutional Review (AIR) action plans
- Major changes



# ADS Uploads

---

- Organizational charts
- Written Statement of Commitment to GME
- GMEC membership list
- 12 months of GMEC minutes, annotated
- Special Review Protocol
- 12 months of Special Review Reports
- Annual Institutional Review (AIR)  
Executive Summaries



# **Selected ACGME Institutional Requirements & Site Visit Documents**

# Institutional Requirements I.A.5.a-b)

---

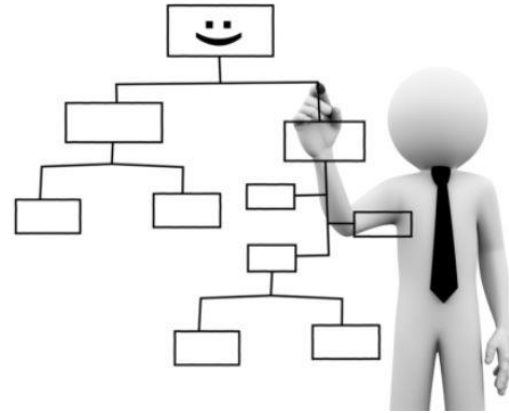
The Sponsoring Institution must identify a **Designated Institutional Official (DIO)**: The individual who, in collaboration with a **Graduate Medical Education Committee (GMEC)**, must have authority and responsibility for the oversight and administration of each of the Sponsoring Institution's ACGME-accredited programs, as well as for ensuring compliance with the ACGME Institutional, Common, and specialty/subspecialty-specific Program Requirements; and, a **Governing Body**: the single entity that maintains authority over and responsibility for the Sponsoring Institution and each of its ACGME-accredited programs.



# Organizational Charts

---

- 2 consistent charts
- Which entities are included?
- Where is the Governing Body?
- Where is the DIO?
- Where is the GMEC? Subcommittees?
- How are the positions related?



# Institutional Requirement I.A.6

---

A written statement must document the Sponsoring Institution's commitment to GME by providing the necessary financial support for administrative, educational, and clinical resources, including personnel, and which must be reviewed, dated, and signed at least once every five years by the DIO, a representative of the Sponsoring Institution's senior administration, and a representative of the Governing Body.





# Statement of Commitment

---

- Is it apparent that it is signed by DIO?
- Is it apparent that it is signed by a representative of the Governing Body?
- Is it apparent that it is signed by a representative of senior administration?
- Is it dated?
- Does it contain the required language?



# GMEC Membership List

---

- Is it apparent who is the individual responsible for quality improvement/patient safety or designee?
- What is the peer selection process that resulted in the resident members?
- Residents only need to be peer selected once in order to serve on subcommittees.



## Institutional Requirement I.B.3.b)

---

The GMEC must maintain meeting minutes that document execution of all required GMEC functions and responsibilities.



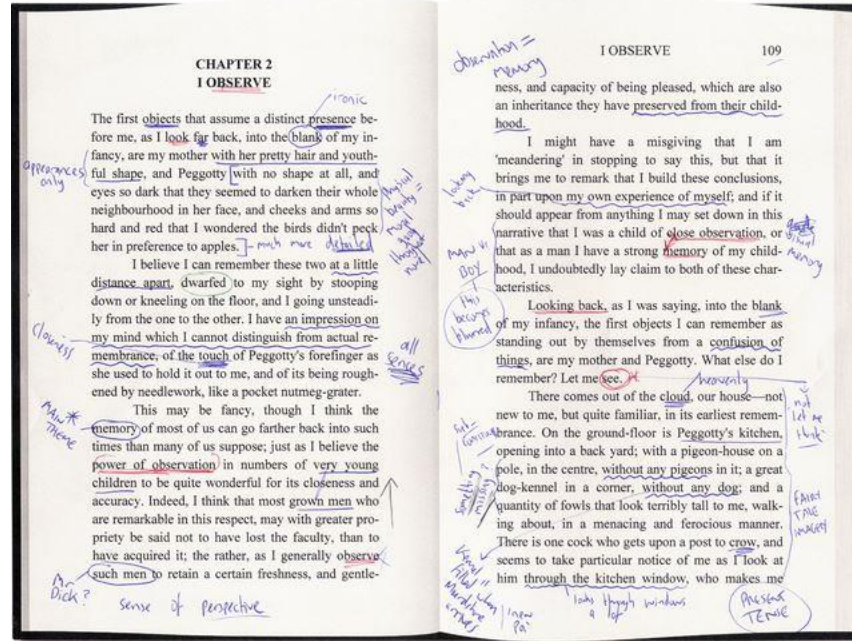
# GMEC Minutes

---

- Quarterly meetings
- Evidence of oversight actions
- Tracer for AIR, Special Reviews, GME issues
- Review/approval of annual salary/benefit recommendations
- Review/approval of submissions to ACGME
- Resident/fellow attendance strictly monitored



# Annotations



# AIR Executive Summaries

---

- GMEC involvement
- 2 consecutive AIRs
- Required indicators
- Action plans
- Monitoring
- Governing Body receipt



## Institutional Requirements I.B.6, I.B.6.a)

---

The GMEC must demonstrate effective oversight of underperforming program(s) through a Special Review process. The Special Review process must include a protocol that: establishes criteria for identifying underperformance; and, results in a report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes.



# Special Review Documentation

---

- GMEC involvement
- Special Review Protocol
  - Underperformance criteria
  - Special Review reports
  - Corrective action plans
  - Monitoring plan
- Follow your Protocol!





# Notes on Single-Program Sponsoring Institutions

---

- Institution-level GME policies
- GMEC membership
- GMEC functions



# Some Common Citation Areas

---

- Inconsistency/incompleteness
- DIO/GMEC collaboration
- GMEC functioning
- Resident/fellow contracts
- Institutional GME policies and procedures





## Contact Us:

Executive Director, Institutional Review Committee

**Paul Foster Johnson, MFA**

[pjohnson@acgme.org](mailto:pjohnson@acgme.org)

312.755.5005

Associate Executive Director, Institutional Review Committee

**Olivia Orndorff, MSLIS**

[oorndorff@acgme.org](mailto:oorndorff@acgme.org)

312.755.5491

Senior Accreditation Administrator, Institutional Review Committee

**Cassie Pritchard, MPP**

[cpritchard@acgme.org](mailto:cpritchard@acgme.org)

312.755.5011

**We're here to help!**

# Thank you!

