Preparing for Your ACGME Institutional Site Visit

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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
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
CHAPTER 2

I OBSERVE

The first objects that assume a distinct presence before me, as I look back into the years of my infancy, are my mother with her pretty, fair, and delicate, and Piggot's buff-colored dog, with its snub nose and small, wide, and gentle eyes, so dark that they seemed to darken the whole neighborhood in her face, and chooks and pigs in the yard and that I wondered the birds didn't peck her in preference to apples.

I believe I can remember these two and a little girl, whose name I cannot recall, but who ran around the yard, and I still remember the one to the other. I have an impression on my mind which I cannot disagree from another re-interpretation of my memory of Piggot's forefinger as he used to hold it out to me, and of its being noughted by needlework, like a pothook, an sharper.

This may be flapid, though I think the memory of most of us can go farther back into such times than that of us suppose, and as I believe the power of observation in numbers of very young children to be quite wonderful for its keenness and acuteness, indeed, I think that most grown men who are remarkable in this respect, may, with greater propriety, be said not to have lost the faculty, but to have acquired it; the rather, as in general we observe such men to retain a certain freshness, and gen-

I OBSERVE

ness, and capacity of being pleased, which are also an inheritance they have preserved from their childhood.

I might have a misgiving that I am broadening in stopping to say this, but that it brings me so near the pleasure, I build these conclusions, it is upon my own experience of myself and if it should appear from anything I may say down in this narrative that I was a child of close observation, or that as a man I have a strong memory of my childhood, I undoubtedly lay claim to both of these characteristics.

Looking back, as I was saying, into the blank of my infancy, the first objects I can remember are standing out by themselves from a coruscation of things; are my mother and Piggot's. What else do I remember? Let me think.

There comes out of the clouds, our house—our new to me, but quite familiar, in its earliest remembrance. On the ground-floor is Piggot's kitchen, opening into a back yard, with a pigeon-house on a pole, in the centre, without any pigeons in it; a great dog kennel in a corner, without any dog; and a quantity of foods that look scantly to us, which, thinking about, in a measuring and conscious manner, there is one cock who gets upon a post to roost, and seems to take particular notice of me as I look at him through the kitchen window, who makes me
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
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We’re here to help!
Thank you!