

# PREPARING FOR A NUCLEAR MEDICINE SITE VISIT

**Missy Fleming, PhD**  
**Executive Director**  
**Nuclear Medicine RRC**

**Darlene Metter, MD**  
**Chair, Nuclear Medicine RRC**

# SCHEDULE

# PREPARATION

- Update ACGME Web Accreditation Data System**
- Review ACGME web site, newsletters, FAQs**
- Review notification letters and RRC correspondence**
- Review accreditation history and citations**
- Review Nuclear Medicine Program Requirements**
- Review Institutional Requirements**
- Review PIF (new and previous)**
- Transfer Residents' prior training documentation**
- Institutional contracts and Program Letters of Agreement**

# CONTENTS OF PROGRAM FILE

**Program File that RRC reviews includes:**

- 1. Program Information Form (PIF)**
- 2. Accreditation Data System (ADS) information**
- 3. ACGME Resident Survey**
- 4. Site Visitor Report**
- 5. Related correspondence**
- 6. Other relevant information**

# NOW

- Divide responsibilities for PIF and site visit preparation**
- Meet with DIO for notification of impending site visit and advice**
  - **Letter of Institutional Report (LOR) issues**
- Discuss site visit with intra-institutional**
- ACGME Resident Survey**
- ACGME Resident Case Log & definitions**
- Duty hour policy & surveillance**
- Resident Education Committee minutes**

# MIDWAY BETWEEN REVIEWS

- ❑ **Internal Residency Program Review by Institutional GME Committee**
  - know date and GMEC personnel
  - summary of review process and “impact” on program
  - candid review of strengths and weaknesses
  - SV must see evidence it was completed
- ❑ **Faculty performance evaluation (annually)**
  - clinical teaching abilities
  - commitment to educational program
  - clinical knowledge
  - scholarly activities

# 120 DAYS

- Site visit announcement from ACGME field office**
- Inform Department, GME office and Institutions**
- Schedule adjustments for key personnel**

# THE “9 FLAGS”

In preparation for your site visit, consider addressing the 9 Flags

- Lack of program leadership
- Lack of program infrastructure for teaching and evaluation
- Lack of appropriate volume and variety patients

# THE 9 FLAGS (cont)

- Problems with resident recruitment and/or retention**
- Lack of dedicated teachers**
- Lack of meaningful didactics (conferences, lectures)**

# THE 9 FLAGS (cont)

- Lack of financial and human resources**
- Service has a higher priority than education**
- Lack of preparation for the accreditation process**

# 4-6 WEEKS

- Site visitor (SV) initial contact**
  - **Phone call or email**
  - **Confirm date and times**
  - **Formulate a general schedule outline**
  - **Confirm PIF due date**
  - **Specify other documentation required**
  - **Specify interviewees and facilities**
  - **Transportation and parking**
  - **Special diet restrictions for lunch**
- Room reservations and catering**
- Be prepared for changes**

# ≥ 2 WEEKS

- Send to Site visitor (check mail preference) \***
  - PIF
  - Proposed site visit itinerary
  - Detailed map
  - Cover Letter
  - Fed Ex **w/o** signature receipt (check receipt)
  
- Adjust clinical schedule**
  
- Organize data folders**

**\*no changes can be made after the document is mailed**

# 1 WEEK

- Review PR and PIF with faculty, residents and staff
- Widely distribute SV itinerary
- Check attire and housecleaning
- 3 final PIF hard copies (SV provides packaging)
- Copy for SV suggested changes

# THE SITE VISIT

# SAMPLE ITINERARY

- 8:00-10:30** PD and PC
- 10:30-12:00** Residents (peer-elected/no pagers)
- 12:00-12:30** Faculty (lunch)
- 12:45-1:00** Chairman
- 1:00-2:00+** PD and PC and Tour
- Meet with DIO**

# SITE VISITOR

- ACGME field staff (educator or physician)**
- Is not:**
  - **RRC member**
  - **Consultant**
  - **Does not make accreditation recommendations**
- Verifies that PIF is accurate and complete reflection of the resident educational program**
- Deeper inquiry into specific issues**
  - **Compliance with Program Requirements**
  - **Core competency teaching, assessments & feedback**
  - **Duty hour regulations compliance**
  - **Correction of previous citations**

# GENERAL SUGGESTIONS

- Site visit lasts 6 hours to 1 day**
- Program Director and Residency Coordinator available for site visitor all day**
- Emergency coverage for staff and residents during interviews**
- Minimize clinical schedule to maximize accessibility**
- Multiple PIF copies for easy reference**

# WHO YOU NEED

- Program Director
- Residency Coordinator
- Residents (peer-elected & all PGY's represented)
- Department & other Teaching Faculty
- Requested administrative staff
- "Requested" institutional officials
- Institutional GME Director/DIO

# CENTRALIZED PRIVATE CONFERENCE ROOM

- Large table
- Private and quiet
- Refreshments/catered cold lunch

# REQUESTED DOCUMENTS

## Have documents pre-marked

- Faculty CV folders (publications & grants)
- Faculty files (current & past)
- Resident files (current & past)
- Transfer residents' prior training documentation
- ECFMG certificate
- Duty hour/Medicare time sheets
- Institution & Department Duty Hour & Moonlighting Policy
- Resident test results (in-training exam, Homestudy course, ABO)
- Operative case log/Key indicator procedure summaries
- Conference attendance sign-in sheets
- Evaluations and summaries
- Resident/faculty/program/rotations/conference/  
*final/360 degree/alumni*
- Competency evaluation matrix
- Resident Education Committee minutes ( $\geq$  annually)
- Internal Program Review Summary Report

# REQUESTED DOCUMENTS (cont)

- ACGME resident survey summary**
- Department Conference Schedule folder**
- Program and rotation goals & objectives**
- Department Educational Program and Curriculum manual**
- Department Residency Policy manual**
- Institutional Policy and Procedures Manual**
  - **Corrective action & grievance policy**
- Department Residency Program brochure**
- Policy of supervisory lines of responsibility**
- Policy for selection and promotion of residents**
- ACGME & Institutional GMEC correspondence**
- ACGME Letter of Institutional Report**
- Participating Institution Affiliation Agreements (updated within the last 5 years)**
- Program Letters of Agreement**
- Resident Contracts**

# “DON'TS”

- ❑ **Leave any PIF questions unanswered or submit information not requested (i.e., recruitment or public relations materials).**
- ❑ **Staple or bind the PIF. Rubber bands should be placed around each copy.**
- ❑ **Rely on the site visitor to convey information to the RRC that was not included in the PIF.**

# “DO’S”

- **Call the RRC staff if you are unclear about how to answer a question in the PIF**
  - **Missy Fleming, Ph.D., Executive Director**  
+ **312-755-5043, [m Fleming@acgme.org](mailto:m Fleming@acgme.org)**
  - **Norma de Yagcier, Senior Accreditation Administrator**  
+ **312-755-5042, [ndeyagcier@acgme.org](mailto:ndeyagcier@acgme.org)**
  - **Becky Thielen, Accreditation Assistant**  
+ **312-755-5491, [bthielen@acgme.org](mailto:bthielen@acgme.org)**

# AFTER THE SITE VISIT

- **+ 1-4 weeks**
  - **Post SV meeting with residency coordinator, faculty and residents**
  - **Remit additional information & document revisions/corrective actions to RRC**
  - **Site Visitor report sent to RRC**

# AFTER THE SITE VISIT (cont)

- **+ 1-6 months**
  - RRC meeting schedule on website ([www.acgme.org](http://www.acgme.org))
  - RRC meeting agenda closed 8 weeks prior
  - Site visits  $\leq 90$  days prior to meeting not guarantee presentation
  - May contact the RRC Staff, not the Committee
  - PIF, Site Visitor report, program history, resident survey
  - Reviewed by 2 RRC members
  - Primary & secondary reviewers present & identify areas of concern and strengths
  - Any RRC member from the same state or with ANY potential conflict of interest is recused
  - RRC members vote on program status, citations, and re-survey date

# NOTIFICATION

- ❑ **Initial summary of accreditation status and cycle length via email within 1 week after RRC meeting**
  
- ❑ **The Notification Email ( $\leq 8$  weeks) posted on ADS**
  - **Accreditation Status**
  - **Maximum Number of Residents**
  - **Effective Date**
  - **Approximate Next Site Visit Date**
  - **Mid-cycle date**

# NOTIFICATION (cont)

- **RRC Actions**
  - + **Areas of Noncompliance**
  - + **Request for a progress report**
  - + **Review of other requests - changes in resident complement, affiliate institutions and/or program director**
  - + **Commendation**
  - + **Comments**

# THE PROGRESS REPORT (if requested)

- Program's response to citation(s)
- Provide requested documentation evidence (i.e., meeting minutes, operative logs)
- Report must be reviewed by the institution's GMEC, signed by DIO, sent in triplicate, sent by mail, and submitted by response due date

---

**QUESTIONS?**