

## Site Visit Document List for the 10-Year Accreditation Site Visit

### Site Visit Document Checklist

Please have these documents available for review on the day of the site visit

#### ***Common Program Requirements***

Sponsoring Institution and Participating Site(s)

- \_ 1. Current, signed program letters of agreement (PLAs)

#### ***Resident/Fellow Files and Evaluations***

\_ 2. Files of program graduates from the last three complete academic years and current residents/fellows (1-2 in each year of the program); files of any residents/fellows who have transferred into or out of the program, or who have resigned or been dismissed in the past three years. Resident/fellow evaluations by faculty members, peers, patients, self, other staff members; semi-annual evaluations; and final evaluations will be assessed during review of the resident/fellow files. Programs using an electronic evaluation system may generate and print summary reports rather than show individual records.

#### ***Educational Program***

- \_ 3. A sample of competency-based, educational level-specific goals and objectives for one rotation/assignment
- \_ 4. Conference schedule for the current academic year

#### ***Faculty and Program Evaluation***

- \_ 5. Sample of a completed annual confidential evaluation of faculty members by residents/fellows
- \_ 6. Written description of Clinical Competency Committee (CCC): membership; semi-annual resident evaluation process; reporting of Milestones evaluations to the ACGME; and CCC advising on resident/fellow progress, including promotion, remediation, and dismissal
- \_ 7. Written description of Program Evaluation Committee (PEC): membership; evaluation and tracking protocols; resident/fellow evaluations of rotations/assignments; development of written Annual Program Evaluation; and action plans resulting from the Annual Program Evaluation

#### ***Work Hours and the Learning Environment***

- \_ 8. Program-specific (not institutional) policies for supervision of residents/fellows (addressing progressive responsibilities for patient care and faculty member responsibility for supervision), including guidelines for circumstances and events that require residents/fellows to communicate with appropriate supervising faculty members
- \_ 9. Sample work hour compliance data demonstrating the program's monitoring system

#### ***Quality Improvement***

- \_ 10. Sample documents demonstrating resident/fellow participation in patient safety and quality improvement activities

#### ***Self-Study Documents***

- \_ 11. The Self-Study Summary
- \_ 12. The Self-Study Update (if applicable, not a required document)
- \_ 13. The Summary of Achievements