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.

Sponsoring and Participation Institutions
__ 1. Current, signed program letters of agreement (PLAs)

Resident Appointment and Evaluations
__ 2. Files of recent program graduates and current residents/fellows (1 to 2 in each year of training); files of any trainees who have transferred in or transferred out the program, or have resigned or been dismissed in the past three years. Resident/fellow evaluations by faculty, peers, patients, self, other staff; semiannual evaluations; and final evaluations will be assessed during the review of the resident files.

Educational Program
__ 3. A sample of competency-based, educational level–specific goals and objectives for **one** rotation/assignment
__ 4. Conference schedule for current academic year

Faculty and Program Evaluation
__ 5. Sample of a completed annual confidential evaluation of faculty by residents/fellows
__ 6. Written description of the Clinical Competency Committee (CCC): membership, semiannual resident evaluation process, reporting of Milestones evaluation to ACGME, CCC advising on resident progress including promotion, remediation, and dismissal
__ 7. Written description of Program Evaluation Committee (PEC): membership, resident and faculty evaluations of the program, program evaluation and action plan tracking protocols

Duty Hours and the Learning Environment
__ 8**. Program-specific** (not institutional) policies for supervision of residents/fellows (addressing progressive responsibilities for patient care and faculty responsibility for supervision) including guidelines for circumstances and events that require residents/fellows to communicate with appropriate supervising faculty members
__ 9. Sample duty hour compliance data demonstrating your monitoring system

Quality Improvement
__ 10. Sample documents demonstrating resident/fellow participation in patient safety and quality improvement projects

Annual Program Evaluation and Self-Study Documents
The documents below will <u>NOT</u> be accessed or reviewed by the site visitors, but should be available to the program director for a discussion of the program's ongoing improvement efforts.
__ 11. Annual Program Evaluations for the past five years, action plans resulting from these evaluations, data tracked and information on improvement activities
__ 12. Self-Study Documentation, if available (in addition to the Self-Study Summary)