

PREPARING FOR THE RRC SITE VISIT A GUIDE FOR PROGRAM COORDINATORS

Program Coordinators can play an important role in ensuring the success of an RRC site visit for their residency and/or fellowship program. The completeness and organization of key files and documents is a key element to that success. Below is a list of things coordinators can do to help prepare for the RRC site visit:

Resident/Fellow Files

The Graduate Medical Education Committee at Johns Hopkins recently approved a new policy regarding resident/fellow file content and retention. Each resident/fellow in an ACGME approved residency or fellowship program should have two files.

1. Resident/fellow personnel (permanent) file for current residents and those who completed training during the past 3 years. This file should include the following:
 - Resident/fellow's application and supporting materials such as letters of recommendation
 - Copy of signed ACGME approved contract for each year of training
 - Letter of recommendation from program director of any prior training program, describing the content and success of that training, if the resident/fellow transferred to your program. This includes residents who completed a preliminary year of training in another specialty prior to joining your program (e.g., internal medicine PGY1 year before anesthesiology, dermatology, psychiatry, radiology, surgery, etc.), as well as those who completed residency training and are joining a subspecialty fellowship program.
 - Final summary evaluation of resident/fellow who have completed your program. This evaluation should include verification of achievement of the six core competencies and should state that this physician is able to "*practice independently and competently*" in their field of training.
 - Final copy of any applicable procedure logs upon completion of training

2. Resident/fellow evaluation file (to be kept at least 5 years post completion of training)
This file should include the following:
 - All resident evaluations (may be periodic summaries)
 - Notes from twice-yearly meetings with program director or other advisor
 - Procedure logs where applicable
 - Copies of additional certifications (i.e. ACLS, PALS, NALS)
 - Copies of institution-specific training module certificates (i.e. HIPAA, ELM, Sleep Deprivation)
 - Duty hours logs

Other Documentation

Below is a list of documentation that a site visitor is likely to ask to see during your site visit. This can vary among specialties and site visitors. Be sure to consult any instructions included in your Program Information Form and the letter from the site visitor.

1. Resident/fellow master schedules from the current and previous academic year
2. Resident/fellow on-call schedules from the current and previous academic year
3. Resident/fellow conference schedules from the current and previous academic year
4. Minutes of your education or curriculum committee meetings
5. Written goals and objectives for each resident/fellow rotation
6. Policy on resident/fellow eligibility and selection (you must be able to demonstrate that this policy is communicated to applicants)
6. Written policy on duty hours and supervision (must be specific to your program)
7. Written policy/documentation on moonlighting (may use institutional policy)
8. Evaluations of residents/fellows by faculty and program director
9. Anonymous evaluations of faculty and program director by residents/fellows
10. Anonymous evaluations of rotations by residents/fellow
11. Anonymous evaluations of program by residents/fellows
12. Program-level letters of agreement with other institutions where residents/fellows rotation (if any)
13. You should also have a copy of the most recent Institutional Review of your program by the Graduate Medical Education Committee. You should not show the review to the site visitor, nor should you discuss it with him/her, but you should be able to tell him/her the date on which the review took place and who conducted the review. The site visitor will be particularly interested in whether residents or fellows from another program were among those conducting the review.

Please note: it is very important to carefully read and follow any instructions provided in the Program Information Form and any correspondence from the ACGME and/or the site visitor. The above list is not exhaustive and can only serve as an example.

Additional Responsibilities

- As soon as you receive notice of the site visit, confirm that the program director, department chair, and key faculty will be available on that date. If, for some reason, the program director or department chair will not be available, contact the ACGME as quickly as possible and request to change the date of the site visit.
- Develop the schedule for the site visit according to the instructions received by the site visitor. Publicize the schedule to everyone in your department who will be expected to participate, emphasizing the importance of participation and punctuality.
- Schedule a room that is comfortable and large enough to accommodate all the participants throughout the day. Most site visitors prefer to have all meetings in the same room.

- For large programs, residents who meet with the site visitor must be selected by their peers. Coordinate this selection process as soon as possible after being notified of the visit, making sure that the schedule of the residents selected will allow them to participate. Frequent reminders to both residents and faculty may be necessary.
- You may want to communicate with the site visitor before the visit to ask where they would like to see resident/fellow files (i.e. should they all be brought to the conference room, are they close enough to the conference room that he/she can walk to the office to see them, and are there particular files they would like you to have ready for review). If you know this beforehand, it will be much easier to present material in an organized fashion.
- Depending on the time of the visit, meals or refreshments may be appropriate.
- During the visit, the coordinator should be available to meet with the site visitor, if asked, or to locate any additional material requested by the site visitor.

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