



CME Disclosures

- No disclosures.

The RRC Site Visit: Valuable Tools to Ensure Your Programs Success

Susan Bartel-Smith
Education Coordinator
Mayo Clinic



My Background

- Education Coordinator for 4 years.
Currently support eight fellowships in Pediatrics.
- RRC reviewed six programs,
April 15 - 24 2008.



What do you want to know???

- How many of you have gone through a site visit?
- How many of you have one coming up in the next year?
- What paperwork do you have to have available for site review?



Objectives:

- ❑ Ways to get organized NOW!
- ❑ Simple keys to completing the PIF!
- ❑ Important documentation – what do we really need?
- ❑ Keys to effective communication
- ❑ Analyzing your successes and deficiencies after the site visit – how to better prepare for the NEXT site visit



Ways to get organized now!

- Curriculum:
 - level specific
 - up to date
 - competencies clearly marked
- 360 evaluations
- Track information on your graduates

Graduate Tracking Example

	A	B	C	D	E	F	G
1	Fellow		Graduated	Date Boards Taken	Pass or Fail	First Position	Publications
2	Developmental Behavior						
3	PICTURE	Jane Smith	2011			Associate Consultant	List of presentations
4	Pediatric Cardiology						
5	PICTURE	John Apple	1993	1994	passed	Associate Consultant	List of presentations
6	PICTURE	Patrick Miller	1993	1994	passed	Associate Consultant	List of presentations



Ways to get organized now!

- Track courses that residents/fellows are taking



Ways to get organized now! cont.

- Track semi-annual reviews
- Track annual program reviews
- Start working on your PIF now!
- Review documentation listing at the beginning of the PIF



Please have the following documents available for the site visitor:

Overall educational goals for the program

- ❑ Written competency-based goals and objectives for each experience at each educational level (if your Review Committees wishes to see a sample, it will request one to be appended to the PIF)
- ❑ Current Program Letters of Agreement (PLAs)
- ❑ Files for current residents/fellows and most recent program graduates
- ❑ Files of residents/fellows who have transferred into the program including documentation of previous experience and

EXAMPLE: Not a complete list!!



Ways to get organized now! cont.

- Create binders/folders for your program and each resident/fellow
- If you have multiple programs set up each binder the same way
- Put in order based on the order of the PIF



Simple keys to completing the PIF!

- Don't try to complete the PIF all at once
- Can sections of the PIF be divided amongst the staff?

Simple keys to completing the PIF!

	A	B	C	D	E	F
1	Program	Sections 14 Due 04/30/07	Sections 5-6 Due 5/31/07	Sections 7 Due 6/29/07	Sections 8-10 Due 7/31/07	Sections 11-13 Due 8/31/07
2	Peds Cardiology					
3	Peds Endocrinology					
4	Peds Gastroenterology					
5	Peds Hem/Onc					
6	Peds Infectious Dis.					
7	Neonatology					
8	Develop & Behavioral					
9						
10						
11						
12						
13						



Simple keys to completing the PIF!

- Have other programs recently been reviewed that you can look at their PIF?
- Is there a central group at your graduate school that can help?



Simple keys to completing the PIF!

- How long will it take to get your patient data? **Plan for it!!**
- Start with the most current version of the PIF.
- Are there core practices that can be put in place for all programs?

Example:

Professionalism

1. Describe at least one learning activity, other than lecture, by which fellows develop a commitment to carrying out professional responsibilities and an adherence to ethical principles.

All residents attend a two hour interactive workshop / training session on professionalism during their orientation. The workshop consists of two parts, each centered around a set of behavioral guidelines that reinforce the importance of treating colleagues and patients with the same degree of professionalism and respect at all times. The first part is entitled, "Professionalism: Mutual Respect" and deals with interactions with colleagues, staff and allied health personnel. The second part is entitled, "Professionalism: Interacting with Patients" and deals with patient boundaries, cross-cultural issues and procedural issues. Using video and case study-based scenarios, the resident participates with his/her class in addressing co-worker interactions, key Mayo policies (EEO/Affirmative Action, Sexual Harassment, Mutual Respect), the Complaint Procedure, medical ethical standards (patient / physician dating, maltreatment of vulnerable adults and acceptance of gifts), patient examination techniques, patient procedural issues, handling inappropriate patient behavior and working with multicultural patients. This workshop provides the groundwork for ensuring professional, respectful behavior between colleagues and in interacting with patients.

5. Conferences

Have Conference Schedule Available For Review By Site Visitor. Do Not Append Conference Schedule.

- a) List regular subspecialty and interdepartmental conferences, rounds, etc., that are a part of the subspecialty training program. Identify the "SITE" by using the corresponding number as appears on the first and second pages of this form. Indicate the frequency, e.g., weekly, monthly, etc., and whether conference attendance is required (R) or optional (O). List the role of the fellow in this activity. (e.g., conducts conference, presents case and participates in discussion, case presentation only, participation limited to Q&A component, etc.)

Conference	Site #	Frequency	R/O	Role of the Fellow
Core Curriculum (Thursday)	1	Weekly	R	Each fellow presents 1-2 lectures / year
Exercise Physiology (Monday)	1	Monthly	R	Discussant
Electrophysiology (Monday)	1	2-3 / Month	R	Presenter, discussant
Echo Clinical Case (Friday)	1	2-3 / Month	R	Presenter, discussant
Echo / Path (Wednesday)	1	Quarterly	R	Observer, discussant
Congenital Heart Center (Tuesday)	1	Weekly	R	Presenter, discussant
Cath / Angiography (Wednesday)	1	Monthly	R	Presenter, discussant
Pediatric Grand Rounds (Friday)	1	Weekly	R/O	Fellow presents 1-2 lectures during fellowship
Congenital CV Surgery	1	Monthly	R	Discussant
Adult Electrophysiology	1	Weekly	O	Discussant
Non-Invasive Imaging Grand	2	Monthly	R/O	Fellow presents 1-2 lectures

Important documentation – what do we really need?

- ❑ Have EVERYTHING listed at the beginning of the PIF and anything referenced in the PIF
- ❑ Find out if site reviewer wants everything printed or if you can show information on the web
- ❑ More information is better

Important documentation – what do we really need, cont.

- Information is well organized and that **you** can quickly find.
- If missing something ask to go get it, better than not having it at all.



Keys to effective communication

- Don't be afraid to get in touch with your site reviewer to find out their expectations

Keys to effective communication, cont.

- ❑ Meet with program director on a regular basis.
- ❑ Give program director options on how to complete the PIF.
- ❑ Everyone involved has seen the PIF and had a chance to ask questions.



Keys to effective communication, cont.

- Do a mock interview.
- Make sure all calendars blocked.
- Remind everyone a couple of days ahead of the review.

Keys to effective communication, cont.

- Communicate with your graduate school, do they need to review the PIF before it is sent?
 - If so, when?
 - What are their expectations?
 - How long will it take you to get the DIO's signature?



Analyzing your success and deficiencies after the site visit

- ❑ Follow up with program director(s).
- ❑ Touch base with your reviewer.
- ❑ Take good notes and keep them for the next review.
- ❑ Keep all documentation for next time.



Misc. Information

- Assistance for the Site Reviewer
 - Helpful to have a reliable contact.
 - Organize documents for review on the day of the visit.
 - Provide a table of contents to show the order of the documents.



Misc. Information

- While the Site Reviewer is Here
 - Pagers and cell phones
 - Are you expected to attend
 - Be familiar
 - Be prepared to show



Conclusion

- Be proactive
- Don't procrastinate
- Don't be afraid to ask for help



Questions

????