

TOP 10

Tips for Completing the Common PIF



An educational resource
brought to you by
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Haven't prepared a Program Information Form recently? You may be surprised at the changes ACGME has made to Part 1 – which is now the "Common PIF."

Here are ten tips to help get you started as you begin to write the PIF for an upcoming site survey.

Tip 1 - LEARN about the Common PIF, no matter what your program's specialty. The Common PIF applies to all specialties.

Tip 2 - REVIEW the Common Program Requirements. Significant changes were made, effective July 1, 2007. The Common Program Information Form asks questions – many requiring narrative responses – to assess your compliance with the Common Program Requirements.

Tip 3 - WHERE is it? The Common PIF is accessed through WebADS. Tune in to our Telecourse on "How to Write the PIF" for more.

Tip 4 - REVIEW the Program Director Guide. ACGME has issued a 72 page "Program Director Guide to the Common Program Requirements." It is filled with excellent explanations and examples related to the requirements common to all specialties.

Tip 5 - READ the questions carefully. When asked for one example, fully describe one example – do not list the names of ten.

Tip 6 - ANSWER questions completely. "Describing" a "system" or a "process" takes more than five words.

Tip 7 - READ the questions carefully. (We cannot repeat that too often!) When asked if the Program Director complies with the ACGME Manual of Policies and Procedures, the question is NOT about the Program Requirements.

Tip 8 - DEVOTE the time and effort needed to prepare the faculty CVs. Follow the directions! Do not leave the reader wondering why this individual is on your faculty.

Tip 9 - READ the questions carefully. The section on implementation of the general competencies is confusing to some. Outline your evaluation processes for each of the six before you begin to complete the grid with drop-down options. THEN fill in the grid. Report on what you do – do not try to determine what you do from the grid. (We know that the patients are not your primary evaluators of the resident's medical knowledge – are they?!)

Tip 10 - BE HONEST! The "best practices" answers to the Common PIF narratives are in the Program Director Guide. The correct answers reflect what your program does every day.

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Learn more about Dr. Henderson at

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Want more tips to help you as you write the Common PIF, the Specialty-specific PIF, and prepare for a successful program accreditation survey?

Join us for five fact-filled Telecourse sessions:

How to Complete the PIF and Prepare for the Site Visit

Thursday, March 27; April 3, 10, 17 & 24, 2008

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