

TOP 10 Things to Do AFTER Survey Day



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In Medical Education Inc.

The ACGME site visitor has left the building. Months of preparation are over. Time to forget ACGME for a while? **NO!!** Here are ten suggestions to add to your "to do list" for after survey day.

- 1 Thank your staff!** They have devoted countless hours – on top of performing their usual duties – to help you prepare. A hearty "thank you" will be appreciated – maybe with a celebratory staff luncheon?
- 2 Debrief with your staff, before everyone scatters off to their other assignments.** What would you do differently? Your memory of what worked well – and not so well – will never be clearer. Capture the information and record it for next time.
- 3 Draft the short-term action plan.** Every program identifies areas for improvement during the rigorous self-assessment process of preparing the PIF and gathering documents for review. While you wait for the RRC's list of areas for improvement (AKA, "citations"), begin to address the ones that you know need attention.
- 4 Wait, wait, and wait some more.** Most RRC's meet only 2 or 3 times a year, and you might not make the agenda for the next meeting. Be patient. (Besides, you probably have a lot of catch-up to do – all those routine chores that were set aside to prepare for the survey!)
- 5 Be certain WebADS has your correct email address.** That is how ACGME will notify you about the RRC's decisions.
- 6 Know when to expect to hear from the ACGME.** The RRC notifies the Program Director and DIO within two weeks of the RRC meeting IF there is a final decision on the accreditation outcome. Check the meeting and agenda closing dates on your RRC's section of www.acgme.org to determine when you should get the news. Well past that date and you still have no news? Call Partners® for a free consultation about what that might mean, and what you should do about it.

7 Results are in! The first email notification will tell you the "bottom line" results: accreditation status (initial accreditation, continued accreditation), length of accreditation cycle, effective date, and if/when a progress report will need to be submitted to the RRC. Pending results (more information is needed by the RRC, proposed probation, proposed withdrawal) are not final accreditation decisions – and are not communicated by email.

8 The official Letter of Notification is issued 60 – 90 days after the RRC meeting, listing the accreditation status, cycle, progress report due date (if one is required), and the citations (if any) with the relevant ACGME requirement(s). Resist the temptation to over-react!! Do not write to the RRC to tell them that you have fixed everything already. Judged unfairly? Call the RRC Executive Director to discuss the discrepancy.

9 Is a progress report requested? If so, plan the actions needed and the timeline for timely development of the report by the due date. Only report on the citation(s) for which the progress report was requested. Do not submit a progress report if none was requested. Make your submission a progress report, not just a letter of reassurance that all will be well.

10 Plan for the accreditation cycle. Now you know your own impression of your program's weaknesses; ACGME's citations; and the time available until the next survey. Develop clear action plans which span the entire new accreditation cycle to achieve organized and effective resolution. What will you do by each annual program evaluation meeting? By the Internal Review?

Ensuring substantial compliance with ACGME requirements does not end when the ACGME site visitor walks out the door. Indeed, the real work is just beginning! But what if you aren't there yet? Still worried about getting through the survey, now looming large on the horizon? **Then join us on August 10 for the first of a four-part interactive webinar to help you develop an effective PIF and prepare for survey day. First things first...**



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www.PartnersInMedEd.com.

(Published June 11, 2010)

Enhance Your PIFmanship!

How to Complete the PIF & Prepare for the Site Visit

Tuesdays, August 10, 17, 24 & 31
12:00 p.m. - 1:30 p.m. ET Each Session

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