

# TOP 10

## *Tactics for Preparing Your PIF and for Your ACGME Site Visit*

An educational resource brought to you by  
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Your PIF and the Surveyor's report are the most important pieces of information that your RC has when they decide your accreditation fate. If your program, the PIF, and the surveyor's report are all perfect, you get full accreditation and don't have to go through the process nearly as frequently. The following tactics can help you get full accreditation for 5 or more years.

**Tip #1 - Begin preparation of the PIF early:** Ideally you would begin right after the last site visit. This is when you should jot down all the things you will do differently next time - it will never again be this fresh in your mind.

**Tip #2 - Keep abreast of the changes in the requirements:** You are obliged to live up to the institutional, program and general requirements. Read the ACGME web site. Read RC-specific newsletters. Attend program directors' association meetings.

**Tip #3 - Involve lots of people but write with one voice:** When you are ready to write the PIF, enlist as many helpers as you can, but make sure there is a strong PIF coordinator.

**Tip #4 - Break the PIF into sections:** Keep all materials (drafts, supporting documents, schedules) dealing with that section together and use as back-up documentation for the site visit.

**Tip #5 - Use the optional narratives:** If the PIF form does not allow you to totally describe a situation in your program, use the optional narrative at the end of the section or at the end of the PIF to explain.

**Tip #6 - Ask faculty and residents to review the PIF:** They can help you accurately describe the program, and you will all be on the same page come survey day.

**Tip #7 - Make a lot of copies:** Everyone who is apt to be interviewed on survey day should have read the PIF and the requirements.

**Tip #8 - Gather all the survey documents in one place:** The ACGME will tell you which documents are required, and the surveyor may ask for additional ones. Be prepared to produce.

**Tip #9 - Communicate with the surveyor in advance:** If they don't contact you at least a month in advance, you should email them to find out how they want the day planned. Follow their requests.

**Tip #10 - Hold a Mock Site Visit:** Your GME office may be able to help, or you may choose an outside consultant to do this for you. Make sure everyone speaks "ACGME" and that they know the importance of being honest and understanding the question before answering.

**Learn more in our upcoming  
5-part telecourse:**

***How to Complete the  
PIF/CAAR and  
Prepare for the Site  
Visit***

**Tuesdays, September 11, 18 & 25;  
October 2 & 9, 2007**

**For registration and cost details, visit  
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