ACGME Documents Requiring Review During a Site Visit

This is the list that will come attached to your site visit letter. Obtained from the ACGME, this is a list of documents which must be available during the site visit. All items are required and have been divided into three sections, Program Documentation, Resident Documentation, and Policies and Procedures.

Program Documentation
- Overall educational goals for the program (Common Program Requirements, CPR IV.A.1)
- Competency-based goals and objectives for each experience at each educational level (CPR IV.A.2)
- Current Program Letters of Agreement (PLAs) (CPR I.B.1)
- Completed annual written confidential evaluations of faculty by fellows – current and last academic year* (CPR V.B.3)
- Completed annual written confidential program evaluations by fellows - current and last academic year* (CPR V.C.1.d(1))
- Completed annual written confidential program evaluations by faculty - current and last academic year* (CPR V.C.1.d(1))
- Documentation (meeting minutes) of program evaluation and written improvement plan with fellow participation (CPR V.C)
- Documentation of fellows’ duty hours (CPR II.A.4.j; VI.D.1-3)
- Conference schedules - current and last academic year* (CPR IV.A.3)
- Documentation of conference attendance, if required by the RRC
- Review of Case/Procedure logs, if specified in the program requirements
- Documentation of internal review: date, participants’ titles, type of data collected, and date of GMEC (GME Office will supply this information to the program- do not give the site visitor the actual Internal Review Report) (Institutional Requirement – IR)

Resident Files
- Files of current fellows who have transferred into the program, if applicable - including documentation of previous experiences and competency-based performance evaluations (CPR III.C.1)
- Files of current fellows and most recent program graduates
- Evaluations of fellows at the completion of each assignment - current and last academic year* (CPR V.A.1.a)
- Evaluations showing use of multiple evaluators: faculty, peers, other professional staff, patients, self-evaluation - current and last academic year* (CPR V.A.1.b(2))
- Documentation of fellows’ semi-annual evaluations of performance with feedback - current and last academic year* (CPR II.A.4.g; V.A.1.b(4))
- Final (summative) evaluation of fellows, documenting performance during the final period of education and verifying that the fellow has demonstrated sufficient competence to enter practice without direct supervision (CPR V.A.2)

Policies and Procedures
- Policy for supervision of fellows addressing progressive responsibilities for patient care, and faculty responsibility for supervision (CPR IV.A.4 and IR)
- Policies and procedures (institution and program) for fellows’ duty hours and work environment (CPR and IR)
- Moonlighting policy (CPR II.A.4.j and CPR VI.F and IR)
- Policy for recruitment, appointment, eligibility, selection, and promotion of fellows (IR)
- Institutional policy for discipline and dismissal of fellows, including due process (IR)