Time line for Site Visits

1. **Determining the estimated site visit date**
   a. Found on RRC letter from prior site visit. You can find your program accreditation letter in webADS [https://www.acgme.org/ADS/default.asp?useraction=logout](https://www.acgme.org/ADS/default.asp?useraction=logout). Log in and select “site visit results” then “notification letters”. Your next survey date is the approximate date of next survey (month and year).

2. **Ongoing**
   a. Annually update the faculty roster and faculty CV’s in webADS.
   b. All physician faculty who devote 15 or more hours to the residency program are designated as core faculty on the faculty roster in ADS. All core faculty must have CV’s entered in ADS.
   c. Update your responses to prior citations under “citation responses”.

3. **Notification letter from ACGME field staff**
   a. Program director will receive an email notifying the program for the site visit date.
   b. An ACGME letter will follow with the name of the field representative. For information about your reviewer, go to: [http://www.acgme.org/acWebsite/fieldStaff/fs_fieldStaff.asp](http://www.acgme.org/acWebsite/fieldStaff/fs_fieldStaff.asp)
   c. Approximately 60 days prior to the site visit, the program director will receive a letter/email from the site reviewer with any specific instructions and/or requests.
   d. Send copy of the letter from the site reviewer to your Director of Accreditation and Compliance (DAC) in the GME Office.

4. **Mock Site Visit**
   a. Alisha Horton will schedule time for the Program Director and Program Coordinator 6 weeks – one month prior to scheduled site visit.
   b. Submit copy of the completed PIF (both Part I and Part II) to Dr. Rumack and your DAC no later than one week prior to the scheduled mock site visit.
   c. Program Coordinator to meet with your DAC to go over the program files/documentation prior to the mock site visit.
   d. Dr. Rumack and your DAC will review the PIF and all documents to be sent to the site reviewer with the program director and program coordinator at the mock site visit.

5. **Site Visit Documents**
   a. One copy of the PIF must be sent to the site visitor a minimum of 14 before the scheduled visit.
   b. The PIF must be signed by Carol M. Rumack, MD (DIO) – Please make sure you check with the GME office to make sure she is available to sign the document.
   c. Have copies of PIF and supporting documentation.
   d. Make sure program and resident files are complete

6. **Site Visit Day**
   a. Decide who will host/meet site visitor. Make sure room is ready, provide coffee, etc. Reconfirm meeting times with residents & faculty. Make extra copies of the itinerary, including program contact information.
   b. Site visit day – meet site visitor, provide coffee/pastries, provide logistics, ask site visitor how they wish to stay on schedule (knock on the door)