

3-2-1 Blastoff

Countdown to Successful New Program Accreditation



Anna Murley Squibb, MD

Dayton, OH

Joseph Wiedemer, MD

State College, PA

Sandi Miller, TAGME

Dublin, OH

William J. Geiger, MD

Dublin, OH



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Poll Question #1

Which job title best describes your current position in your residency program?

- 1. Program Director**
- 2. Associate Program Director/Faculty**
- 3. Program Coordinator**
- 4. Medical Staff Officer**
- 5. Hospital Administration**

Poll Question #2

- **How far along are you in the accreditation process at this time?**
 1. Haven't even started
 2. Trying to figure out a realistic timeline
 3. Getting institutional/medical staff support
 4. Starting to work on the ACGME Accreditation application
 5. Almost finished with the application

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System and Institutional Support

#alignment #herdingcats

Anna Murley Squibb M.D.
Associate Program Director
Soin Family Medicine
Dayton, Ohio



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Who should be *in the boat*?



- Medical Schools
- Residency Programs
- System Graduate Medical Education
- Clinic Practice
- Hospital System/ Administration
- Others?

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NIPDD Plug



Leading Change, John Kotter



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Medical Schools/ Recruitment

Draw “3 hour window”

- What are family medicine rates at graduation?
- How supportive are they of your program?
- What are the benefits for the Medical School?
- What are some needs of the Medical School
- you may be able to fill?....clinical rotations
- What are competing priorities?
- Finding the FMIG lead/ recruitment events



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Residencies/GME

GME- institutional

Local- non institutional

-- “system resources”

-- faculty/ FTE sharing

-- open dialogue



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Office Practice

Employed

- Primary Care Shortage
- Healthcare disparities
- Rotations
 - *competing needs
- Preceptors
 - *competing contracts
- Tangled Budget



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Health System/Administration

Role of Primary Care

- Benefits
 - *DME/IME
 - *Future Referral Patterns
 - *Low cost work force...
- Expectations
 - *call coverage
 - *code coverage
 - *office panel
 - *med staff needs
- Tangled Budget



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Community Support



National Institute for Program Director Development



Contact Us:

Executive Director, RCP for Dermatology, Family Medicine
Eileen Anthony, MJ
eanthony@acgme.org
312.755.3047



[What We Do](#) [Ourself](#) [Program Directors and Coordinators](#) [Residents and Fellows](#) [Meetings and Events](#)

Home > What We Do > Enter Here > Clinical Learning Environment Review (CLER)

Clinical Learning Environment Review (CLER)

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QUESTIONS??



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Poll Question #3

- The RC-FM meets how many times a year to review new program applications?
 1. Once a year
 2. Twice a year
 3. Three times a year
 4. Four times a year
 5. Six times a year

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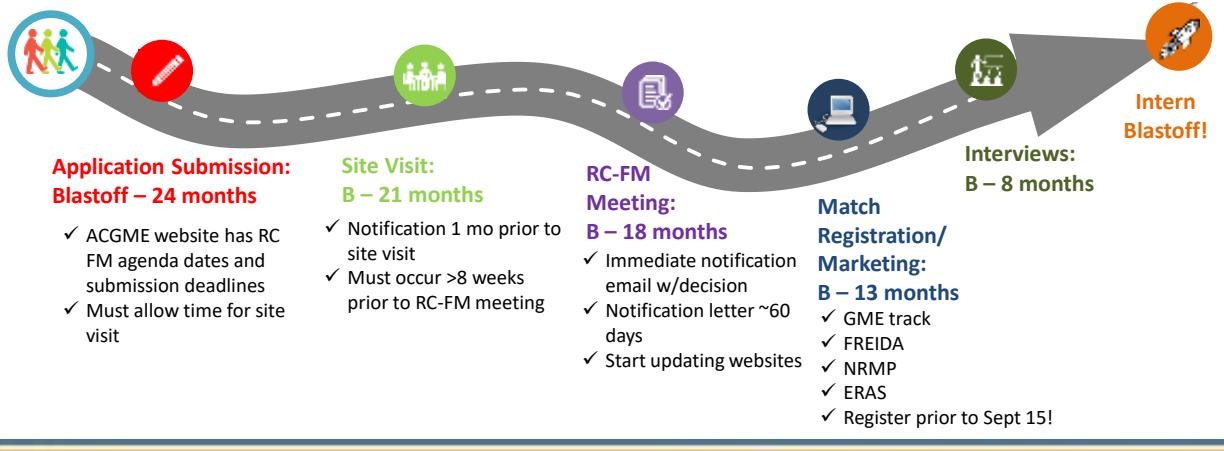
The Timeline

Sandi Miller, C-TAGME
Medical Education Manager
OhioHealth Dublin Methodist Family Medicine
Dublin, Ohio



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Begin with the end in mind... Ideal 24 month timeline



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ACGME

- Pay attention to the agenda closing dates!**
- But no guarantee you will make the agenda...**
- www.acgme.org/Specialties/Overview/pfcatid/8/Family-Medicine**

Review Committee Agenda Closing and Meeting Dates	
DEC 5 2017	Agenda Closing Date
JAN - FEB 31 - 2 2018	Meeting Date
FEB 27 2018	Agenda Closing Date
APR 26 - 27 2018	Meeting Date
AUG 23 2018	Agenda Closing Date
OCT 18 - 19 2018	Meeting Date

Closing dates apply to subspecialty applications. Core applications require a site visit prior to an RC meeting

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Dublin FM Timeline

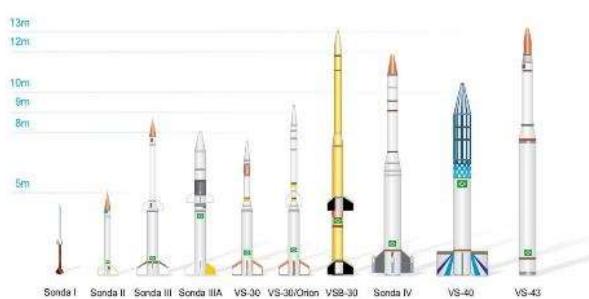
- **11/2015 Institutional Application submitted (April 2016 mtg)**
- **5/2016 Institutional Accreditation received**
- **5/2016 Program Application submitted (Jan 2017 mtg)**
- **8/2016 Site Visit**
- **1/2017 Initial Accreditation received**
- **4/2017 ERAS, NRMP**
- **10/2017-12/2017 Interviews**
- **3/2018 Match Day!**
- **7/2018 Interns Start**



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Keep an eye on the future...



- **4/2018 Institutional Site Visit**
- **7/2018 Program Site Visit**
- **Winter 2019 CLER Visit**
- **2026 Program Self Study***
- **2028 Self Study Report***
- **2028 Program 10-Year Site Visit***

*timeline assumes accreditation clock starts ticking in 2018 with full accreditation

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QUESTIONS??



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Poll Question #4

- **Which statement reflects the best practice in writing the accreditation application?**
 1. The program director bears the ultimate responsibility for accreditation, so he/she must be the sole author.
 2. A team of authors with specifically assigned responsibilities should author sections of the document and collate the sections together.
 3. The program coordinator must be the author, since he/she has more detailed knowledge of how the program will work.
 4. Get several applications from program recently accredited and copy and paste the answers into your document.

The Accreditation Application

Joseph Wiedemer, MD
Program Director
Mount Nittany Family Medicine Residency
State College, PA



Team

- You will need a team that meets regularly – every 2 – 4 weeks at first, and then weekly
- There are multiple pieces of data that the team will need to collect

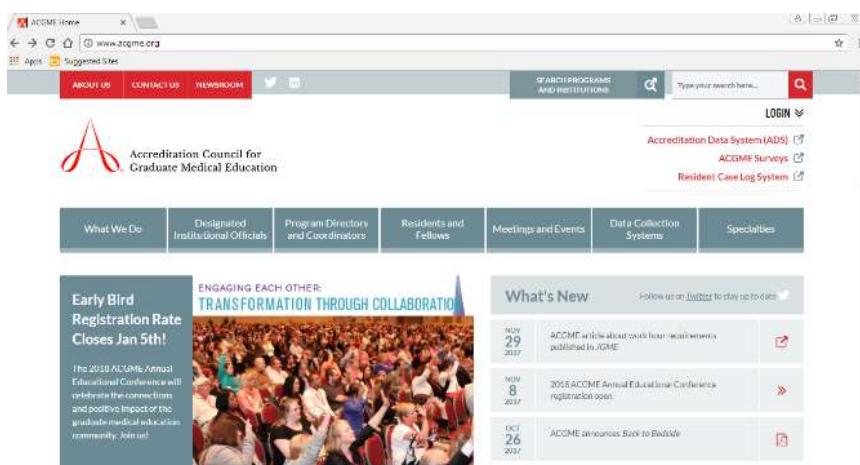
Author

- **Write with one voice – one person needs to be the author – preferably the Program Director who will need to know the program for the site visit**

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ACGME website



The screenshot shows the homepage of the Accreditation Council for Graduate Medical Education (ACGME) website. The top navigation bar includes links for 'ABOUT US', 'CONTACT US', 'NEWSROOM', 'SEARCH PROGRAMS AND INSTITUTIONS', 'LOGIN', and a search bar. The main header features the ACGME logo and the text 'Accreditation Council for Graduate Medical Education'. Below the header, a navigation menu offers links to 'What We Do', 'Designated Institutional Officials', 'Program Directors and Coordinators', 'Residents and Fellows', 'Meetings and Events', 'Data Collection Systems', and 'Specialties'. A sidebar on the left promotes the 'Early Bird Registration Rate Closes Jan 5th!' for the '2010 ACGME Annual Educational Conference'. The main content area features a large image of a conference audience and the text 'ENGAGING EACH OTHER: TRANSFORMATION THROUGH COLLABORATION'. A 'What's New' section on the right lists recent news items with dates and links, such as 'ACGME article about work hour requirements published in JGME' (Nov 29, 2009), '2010 ACGME Annual Educational Conference registration open' (Nov 8, 2009), and 'ACGME announces Back to Bedside' (Oct 26, 2009).

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Click Specialties

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Family Medicine

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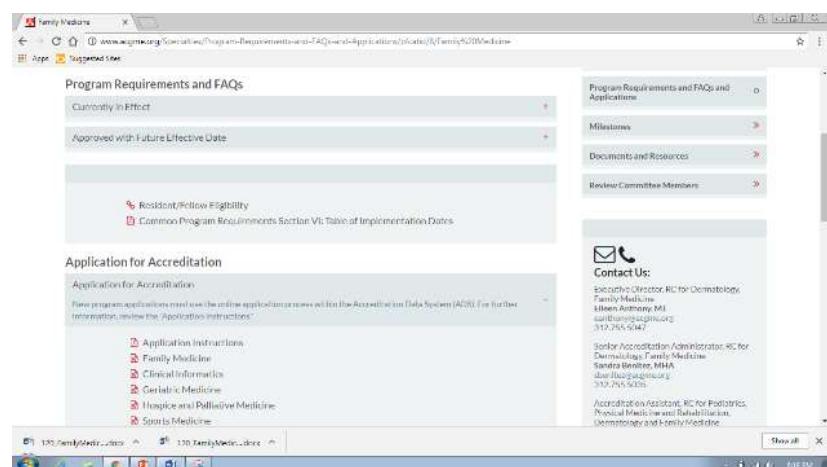
Application Tab



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Family Medicine



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Tada!



New Application: Family Medicine Review Committee for Family Medicine ACGME

INSTITUTIONS

Sponsoring Institution

- What percent salary support for the program director is provided by the sponsoring institution as protected time for administration, evaluation, teaching, resident precepting, and scholarship? [PR 1.A.4.a] %
- Will the sponsoring institution and participating sites provide support for a full-time residency director and other support personnel required for the operation of the program? [PR 1.A.3] YES NO
- Will the sponsoring institution provide access to an electronic health record system? [PR 1.A.5] YES NO

If NO, explain:
 Click here to enter text.

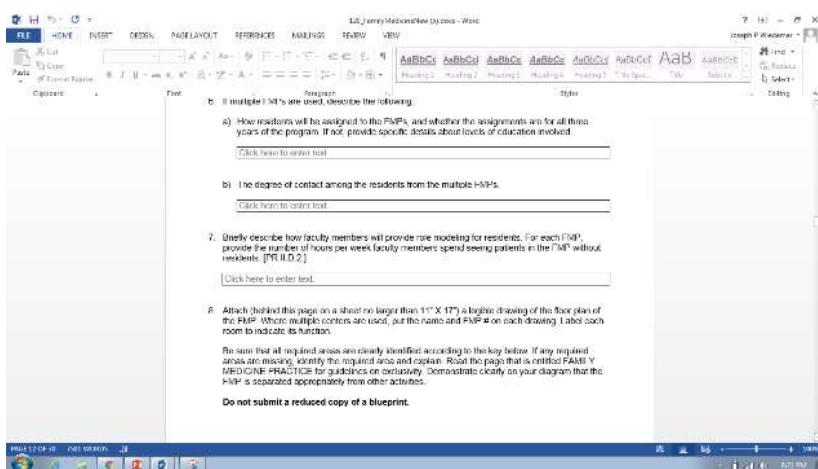
Participating Sites

- Supply the requested information for each participating site in which required rotations take place. Statistical data should be provided for the most recently completed fiscal, academic, or calendar year. [PR 1.D.1]

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Office design



b) If multiple FMP's are used, describe the following:

- How residents will be assigned to the FMPs, and whether the assignments are for all three years of the program. If not, provide specific details about levels of education involved.
 Click here to enter text
- The degree of contact among the residents from the multiple FMPs.
 Click here to enter text

7. Briefly describe how faculty members will provide role modeling for residents. For each FMP, provide the number of hours per week faculty members spend seeing patients in the FMP without residents. [PR 1.D.2]
 Click here to enter text

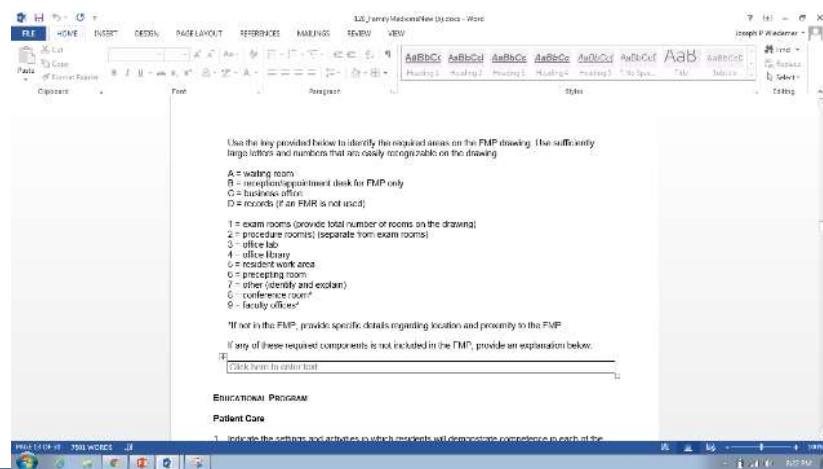
8. Attach (behind this page on a sheet no larger than 11" X 17") a legible drawing of the floor plan of the FMP. Where multiple centers are used, put the name and FMP # on each drawing. Label each room to indicate its function.
Be sure that all required areas are clearly identified according to the key below. If any required areas are missing, identify the required areas and explain. Read the page that is entitled FAMILY MEDICINE PRACTICE for guidelines on exclusively. Demonstrate clearly on your diagram that the FMP is separated appropriately from other activities.

Do not submit a reduced copy of a blueprint.

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Labels



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Answers...

- **Be honest**
- **Be clear – answer the question that is asked**
- **Write with one voice**
- **Write in the current tense – not “we will,” but “we have”**

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Innovations

- **Do not be afraid to innovate**
 - There is a difference between “must” and “should.”
 - **MUST** = you have to do it
 - **SHOULD** = if you do it differently, explain what you do and why

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A Word from RPS

William J. Geiger, MD, FAAFP
RPS Consultant, Associate Program Director
OhioHealth Dublin Methodist Family Medicine
Dublin, Ohio



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Tips for Answering Questions

- Answer the specific question
- As you write answers, read the requirement referred to in the question
- Be sure your answers are clear to anyone not familiar with your program
- Honestly answer how things will actually operate
- Be ready to show documentation

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Tips for Answering Questions

- Use proper grammar and sentence structure
- All faculty should read and critique answers
- Make sure there is internal consistency
- Get an outside reviewer to read your document for clarity and consistency.

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The Site Visit

**Sandi Miller, C-TAGME
Medical Education Manager
OhioHealth Dublin Methodist Family Medicine
Dublin, Ohio**



***Adequate preparation will
ensure a successful launch***

KEYS

- ACGME Correspondence
- Administrative Preparation
- Site Preparation
- Faculty/Hospital Preparation

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ACGME Correspondence

- Notification Letter
 - ~ 1 mo before visit
 - Detailed info on site visitor, document preparation, postponement, and items to have on hand
- Site Visitor Letter
 - Sample agenda, preferences for the day, reminders and special requests

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Administrative Preparation

- **Follow the directions!**
- **Pay attention to document upload/ADS deadlines**
- **Develop the agenda**
- **Schedule the faculty**
- **Notify hospital administration**
- **Keep a checklist**
- **Start a binder (or two)**
- **Check it twice**



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Site Preparation

- **Follow the directions!**
- **Schedule room**
- **Order catering**
- **Arrange tours - FMP should be well marked**
- **Supplemental binder**
- **Name tents**



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Faculty Preparation

- **Provide copies of application**
- **All interviewees should read and be familiar**
- **Schedule faculty prep meeting**
- **Schedule mock site visit**



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Anticipation



- **Email during/immediately after review committee meeting**
- **Notification letter w/citations and/or concerns ~60 days later**
- **Approx date of next site visit (2 years) after date of initial accreditation**

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You got this!

Poll Question:

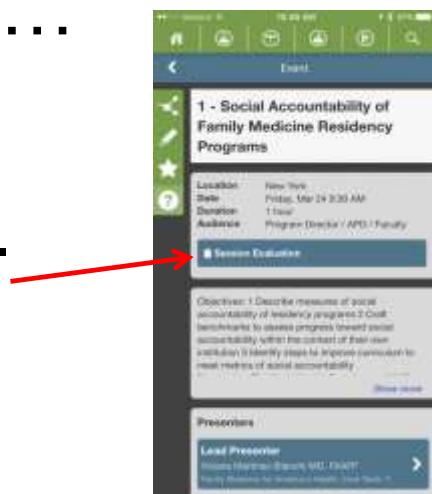
Enter your email address to be included in any follow-up communication from the presenter(s).

QUESTIONS??



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Please...
Complete the
session evaluation.



Thank you.



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