

ACGME Residency Program Site Visit

Audit Worksheet

The following items are arranged by category for assessing compliance with ACGME Program Requirements when faced with a site visit. Programs are reminded to always cross reference specialty specific requirements for additional information and/or stricter standards and always read the letter(s) of notification for current instruction from the ACGME. The information in this worksheet is current as of October 2022 and is subject to change.

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| ADS update |
|  | Source | Notes/How met/Where located | Follow up |
| 1. All requested items to be updated
 | * Letter of notification
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| Specialty Specific Application |
|  | Source | Notes/How met/Where located | Follow up |
| 1. Is it required for your site visit?
 | * Letter of notification
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| 1. Are you using the latest version?
 | * RC website
 |  |  |

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| Block Diagram |
|  | Source | Notes/How met/Where located | Follow up |
| 1. Are you using the correct template?
 | * RC website
* ADS block diagram section
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| 1. Does it cover all requirements?
 | * Specialty requirements
 |  |  |

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| Program Letter of Agreement |
|  | Source | Notes/How met/Where located | Follow up |
| 1. Are the PLAs current?
 | * Program files
 |  |  |
| 1. Do they have required elements?
 | * Specialty requirements
* PD Guide to the CPR
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| Goals & Objectives |
|  | Source | Notes/How met/Where located | Follow up |
| 1. Are objective competency based and PGY level specific?
 | * Specialty requirements
* Specialty milestones
* PD Guide to the CPR
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| 1. Has the PEC reviewed recently?
 | * PD Guide to the CPR
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| Evaluations |
|  | Source | Notes/How met/Where located | Follow up |
| 1. Do you have the required evaluations?

End of rotation, multisource, program, semi-annual/annual, final | * Common program requirements
* CCC handbook
* Milestone guidebook
 |  |  |
| 1. Is the final evaluation signed by PD & resident
 | * Common program requirements
 |  |  |
| 1. Does your specialty require additional evaluations or inclusion with semi-annual or final?
 | * Specialty requirements
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| Resident Files |
|  | Source | Notes/How met/Where located | Follow up |
| 1. Transfer documentation?
 | * Common program requirements
 |  |  |
| 1. Are the files complete?
 | * GME Office policy
* Specialty requirements
 |  |  |

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| Didactics |
|  | Source | Notes/How met/Where located | Follow up |
| 1. Does the schedule capture all the activities?
 | * Letter of notification
 |  |  |
| 1. Does each activity have a title and identified presenter/leader?
 | * Letter of notification
 |  |  |
| 1. Have you captured any specialty specific didactic activities?
 | * Specialty requirements
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| Program Policies |
|  | Source | Notes/How met/Where located | Follow up |
| 1. Are the policies updated and program specific?
 | * Letter of notification
* Common program requirements
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| 1. Do you have all the required program policies?
 | * Common program requirements
 |  |  |

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| Clinical & Educational Work Hours |
|  | Source | Notes/How met/Where located | Follow up |
| 1. Report of work hour monitoring
 | * Letter of notification
* Common program requirements
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