

Preparing for an ACGME ACGME Site Visit

Tips for program administrators to navigate the visit with confidence, clarity, and consistency.



1

What Is the Site Visit For?



The site visitor is assessing:

Compliance

Adherence to ACGME program requirements requirements

Educational Environment

Quality of training for faculty, fellows, residents, residents, and staff

Institutional Support

Resources and governance backing the program

☐ The visitor is **not trying to "catch" anyone — anyone** — they want to understand how the how the program functions.

2

Know Your Key Documents

Before the visit, be familiar with these essentials. Keep a **digital or printed quick-reference folder** on hand.

Program Aims

Policies

Program Structure

Committees

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Create a Site Visit Cheat Sheet

A shared cheat sheet ensures **consistent messaging** across everyone interviewed: PD, faculty, residents, and administrators.

Program aims & curriculum

Organizational structure — program and institution

Names, roles, and major clinical training sites

Frequently asked questions

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Prepare Faculty & Residents

Brief Everyone On:

- Program structure and key educational components
- Strengths and areas of improvement

Encourage Them To:

- Speak **honestly** about their experiences
- Share examples of how the program supports education and wellbeing

Practice Common Questions:

A short **mock interview or prep meeting** helps everyone feel more comfortable.

How are residents
evaluated?

How does the program
respond to resident
feedback?

How does the program
address burnout or
wellness?

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If you don't know — don't guess

"I'm not sure about that, but I can check with [person/role] since they oversee that area."

This response demonstrates **honesty and clear organizational structure**. Visitors want to see that people know the proper channels — not that everyone knows everything.

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Don't say more than you need to

It's natural to want to fill silence, but resist the urge to over-explain or volunteer extra information. Answer questions directly, then allow for a pause. This shows **confidence and professionalism**.

7



Logistics Matter



Schedule

Confirm interview times and ensure all participants know when and where to join.



Virtual Setup

Test platforms in advance. Each person joins from their **own office space** — no shared cameras or conference rooms.



On-Site vs. Remote

Raise the question with leadership. Being on-site may ease IT troubleshooting if technical issues arise.

8

Stay Calm & Be Authentic



The best approach is simple:

Be Honest

Authentic answers build trust with the visitor.

Be Clear

Focus on the educational experience of residents and fellows.

Show Growth

Programs demonstrating **self-awareness and continuous improvement** tend to do well.

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KEY TAKEAWAY

Prepared + Consistent + Clear

A well-prepared team that understands the program, communicates consistently, and knows its framework will help the framework will help the site visitor clearly see the program's strengths.

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