

ACGME-I Webinar: Everything You Need to Know About ACGME-I Site Visits 15 April 2025

Below are answers to questions that were posed during the live webinar.

1. My understanding is that the institution is responsible to prepare the interpreter. To save cost, can the interpreter be one of the staff members in that institution? Or should we contract an external interpreter?

ACGME-I does not require the institution or program to secure an interpreter when one is needed. Interpretation services can be used for remote and in-person visits and for the entire visit or just a portion of the day. If an institution or program believes that an interpreter will be needed to get the most accurate and complete information, email ACGME-I Associate Executive Director Mr. William Hart (whart@acgme-i.org) as soon as the date of the visit has been established. ACGME-I staff members will work with the institution or program to determine the most appropriate interpreter services to use during the visit and assist with arrangements.

Remember that all written materials provided through the Accreditation Data System (ADS) for the site visit must be in English, including all answers to questions in ADS and all required document uploads.

2. If the deadline of the uploads cannot be met, is it possible to get an extension?

ACGME-I schedules deadlines to provide institutions and programs with the maximum amount of time to complete and accurately upload required documents and to provide Field Representatives with adequate time to review the materials submitted. Institutions and programs should therefore make every effort to meet established deadlines. However, if an adjustment to a deadline is needed, email acgme-i@acgme-i.org as soon as the need is known to discuss the possibility of an extension. Note that Field Representatives will need sufficient time to review the many documents required prior to the site visit, so they typically will not accept documents within 10 days of a site visit.

3. Does the request for Areas for Improvement apply to all programs?

Yes, with the exception of application site visits, when there are no residents/fellows already in the program, and accredited programs that do not have residents/fellows enrolled. However, in the latter instance, faculty members may be asked to submit a list of strengths and areas for improvement.

4. In my Letter of Instruction (LOI), there are some differences from what you presented related to strengths and areas of improvement, meeting with the chair. Can you please clarify why?

Depending on the type or circumstances of a site visit, the Field Representative may request different documents. If an institution or program has any questions about their site visit or the documents requested, they should contact the Field Representative scheduled for the visit to verify what is needed prior to the visit.

5. In the ADS Faculty Roster, is it okay to keep the name of the faculty member(s) who have changed to call-in status, but still involved in GME?

The ADS Faculty Roster must accurately reflect the faculty members who are involved in resident/fellow education. Directions for completing the Faculty Roster are included in ADS and are based on the size of the program and the faculty requirements in the applicable Advanced Specialty Requirements. If faculty members with call-in status are involved in resident/fellow education and fulfill one of the requirements for inclusion in the Faculty Roster, they should be added. Direct any specific questions about who should be included in the Faculty Roster to ACGME-I Executive Director Dr. Lorraine Lewis: llewis@acgme-i.org.

6. Do we have access to the report of the Field Representative?

The Site Visit Report is only provided to the institution or program when the Review Committee-International has conferred an adverse action on the Sponsoring Institution or program. Examples of adverse actions are when an application for Initial Accreditation has been withheld or if an ACGME-I-accredited Sponsoring Institution or program is placed on probation or has its accreditation withdrawn.

7. Do we need to prepare any additional documents in addition to those uploaded in ADS the day of the site visit?

Often, the Field Representative will request to see other documents prior to the visit. These will be noted in the Site Visit Announcement Letter and the Letter of Instruction from the Field Representative. Occasionally, there may be other documents requested for review at the time of the site visit. These will be at the discretion of the Field Representative and are documents that the Sponsoring Institution or program will have already developed. Contact the assigned Field Representative with questions regarding any additional documents requested.

8. For remote visits during the interviews, if the program director and associate program director and coordinator are all in the same room, should they use the same Zoom link, or do they need to be in a separate room with separate Zooms?

For remote visits, all those being interviewed should be on separate devices and in separate rooms, including the program director, associate program director, and program coordinator. Participants are asked not to be on the same Zoom link in the same room, because it can be difficult to hear different individuals speak, there is often sound feedback, and it is distracting when several individuals in one room speak to each other during the interviews. Ask the assigned Field Representative if there are questions regarding organizing the interviews for remote visits.

9. If the agenda did not specify meeting with Graduate Medical Education Committee (GMEC) members, should we still expect the Field Representative to request that?

Interviews with GMEC members are needed during site visits to Sponsoring Institutions. Site visits to programs do not include GMEC members, unless there is a specific reason to do so. Direct any questions about the schedule for the day to the Field Representative who will conduct the visit.