

Preparing For The Accreditation Site Visit

The Academic Pediatric Association's Academic General Pediatric Fellowship Accreditation Program

THE SITE VISIT

An accreditation process has been developed by the Academic General Pediatrics Fellowship Accreditation Committee (AGPAC). A site visit is a part of the accreditation process. The site visit team will be made up of two persons and will spend the time to discuss your program's compliance with accreditation standards.

MATERIALS TO BE PROVIDED IN ADVANCE OF THE SITE VISIT

The completed Fellowship Program Description form that you submitted to the APA office will be sent to both site visitors a minimum of 2 weeks before the scheduled visit.

If requested, a conference call will be arranged to answer questions as programs are working on their Fellowship Program Description form.

SITE VISIT PROTOCOL

In general, site visits will be scheduled between September and April. Two members of the project team will visit each program, and will arrive the afternoon before the visit. The next day they will tour the facility and meet with the program director, faculty, department chair and trainees. The programs will set the schedule, including a dinner meeting the night before the visit.

SUGGESTED TIME FRAME FOR SITE VISIT

Dinner meeting, evening before site visit: We ask that you host a dinner for the site visitors the night before the site visit. The purpose of this dinner is to provide a chance for the program leaders and site visit team to get acquainted and discuss informally the site visit plans and perhaps any challenges or opportunities that the program is facing.

ON DAY OF THE ACCREDITATION VISIT

- Brief tour of the facility
- Meet with the program director or division director ~1.5 hrs
- Meet with the faculty ~ 1-2 hours
- Meet with trainees 1 hour, over lunch
- Meet with the chairman of the department ~ 30 minutes
- Meet with the institutional GME director, if appropriate
- At the end of the afternoon, reviewer(s) will take time to debrief and plan report

The site visit will be over by 5:00 pm.