

## Site Visit Timeline Sample

MEETING/DOCUMENT TITLE	DATE
<b>MEETING A-</b> (Program Leadership, GME Assistant Deans)- GME Office sets up	SV – 6 months
<ul style="list-style-type: none"> <li>• Annual Program Outcome Assessment Form, Resident Education Committee Minutes</li> <li>• Site Visit Citations</li> <li>• Duty Hour Issues, Policy &amp; Monitoring Mechanism</li> <li>• Resident Survey Issues</li> <li>• Internal Review Citations/Summary Report</li> <li>• PLA's, MAA's</li> <li>• Block Diagram/Rotation Schedule</li> <li>• Major Program Changes</li> </ul>	
<b>MEETING B-</b> (Program Leadership, GME Assistant Deans)	SV – 5 months
<ul style="list-style-type: none"> <li>• Goals &amp; Objectives</li> <li>• Core Competency Teaching &amp; Assessments</li> <li>• Evaluations</li> </ul>	
<b>DOCUMENT DUE- PIF DRAFT 1</b>	SV – 4 months
<b>MEETING C-</b> (Program Leadership, GME Assistant Deans)	SV – 3.5 months
<ul style="list-style-type: none"> <li>• PIF Draft #1</li> <li>• Program Policy and Procedure Manual</li> <li>• Conference attendance records, conference/CURRICULUM database</li> <li>• Scholarly activity</li> <li>• Resident file (Resident contracts, prior training documentation)</li> <li>• Case &amp; procedure logs</li> </ul>	
<b>MEETING D-</b> (Program Leadership, GME Assistant Deans)	SV – 3 months
<ul style="list-style-type: none"> <li>• Fatigue module</li> <li>• Research principles module</li> <li>• Faculty Board Certification Status</li> </ul>	
<b>DOCUMENT DUE- PIF DRAFT 2</b>	SV – 2.5 months
<b>MEETING E-</b> (Program Leadership, GME Assistant Deans)	SV – 2 months
<ul style="list-style-type: none"> <li>• PIF Draft #2</li> </ul>	
<b>DOCUMENT DUE- FINAL PIF</b>	SV – 1.5 months
<b>MEETING F-</b> (DIO, Program Leadership, GME Assistant Deans)	SV – 1 month
<ul style="list-style-type: none"> <li>• PIF Final Draft Review</li> </ul>	
<b>MEETING - Site Visit Date- (Approximate or Confirmed)</b>	