

PREPARING FOR A CONSULTATION VISIT
The Academic Pediatric Association's
Academic General Pediatric Fellowship
Consultation Program

THE CONSULTATION VISIT

Our project aims to create a process for reviewing and providing consultation to academic general pediatrics fellowship programs, with a long range goal of creating a fair, useful, and efficient accreditation program which would be managed by the Academic Pediatric Association.

We have developed documents that are designed for accreditation, and are patterned after ACGME forms and ABP guidelines for fellowships. However, at this time, we are using them only to provide consultation to a set of fellowship programs that agree to be pilot test sites for a non-binding review process.

MATERIALS TO BE PROVIDED IN ADVANCE OF THE CONSULTATION VISIT

A completed **Fellowship Program Description** should be sent to both site visitors a minimum of 2 weeks before the scheduled visit. Information needed to complete the form is included in the **Program Requirements, plus Addendum A and B**. We are piloting these documents for the first time, so please give us frank feedback on how well the documents work for you. If you cannot complete parts of the Program Description form, we will discuss the gaps at the site visit.

We will set up a **conference call** to answer questions as programs are working on their Fellowship Program Descriptions.

CONSULTATION VISIT PROTOCOL

Two members of the project team will visit each program, and will arrive the afternoon before the visit. Together, they will tour the facility and meet with the program director, faculty, department chair and trainees. The program will set the schedule, including a dinner meeting the night before the visit. Site visits must occur sometime between March and mid-May.

SUGGESTED TIME FRAME FOR CONSULTATION 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 leader(s) and site visit team to get acquainted and discuss informally the consultation visit plans and perhaps any challenges or opportunities that the program is facing.

ON DAY OF THE CONSULTATION VISIT

- Brief tour of the facility
- Meet with the program director ~1.5 hrs
- Meet with faculty ~1-2 hours
- Meet with trainees 1 hour, over lunch
- Meet with the chair~ 30 minutes
- Meet with the institutional GME director, if appropriate
- At the end of the afternoon, two reviewers meet for an hour to debrief and plan report

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