

# **About Pre-Site Visit Meetings**

## **What is a Pre-Site Visit Meeting?**

The pre-site visit meeting is intended to prepare the programs faculty, residents and/or fellows for an approaching ACGME visit. The GME Office conducts the pre-site visit meeting.

## **Is there more than one Pre-Site Visit Meeting?**

No. A 60-90 minute combined meeting is held with the program director and faculty, residents and/or fellows. Time variations depend on the size of the program and are determined by the GME Office.

## **When do the Pre-Site Visit Meetings occur?**

All pre-site visit meetings should occur around the time of the mailing of the final PIF to the site visitor (1-2 weeks before the actual site visit).

## **Who attends the Pre-Site Visit Meeting?**

The program director and all key faculty who spend a significant amount of time teaching residents. All “peer nominated” residents that will take part in the site visit should attend.

## **Who arranges the meeting details?**

Usually the secretary to the program director or the program coordinator arranges the meeting details including: conference room, notification of meeting to attendees, confirmation of attendance. The GME Office begins the process by contacting the appropriate person to schedule the meeting date.