

Program Information Form (PIF) Pointers

The PIF is a document that explains Tulane residency and fellowship programs to the ACGME. It is the most important document in the accreditation process. The RRC site visitors seek to match the facts of the program with the PIF. Out of the RRC visit comes the RRC Report. These two documents are the basis for accreditation.

Start writing the PIF early. The best time to start writing the PIF is upon receipt of the letter of notification.

PIF should demonstrate knowledge of program requirements.

Complete the entire PIF. Leave no blanks.

Ensure that all information given in the PIF is readily verifiable.

Send the PIF to the Office of Graduate Medical Education one month before it is to be mailed.

Because the PIF will be scanned into a computer it cannot be bound or stapled.