



## Frequently Asked Questions:

### 1. What is the Site Visit program?

- a. The site visit program provides the opportunity for a GIM Division Chiefs and Leaders and their Department leadership to have an objective assessment of selected general internal medicine activities and suggest ways the Division and its faculty might improve on what they do and contribute more effectively to the institution's missions. During the site visit, the site visit team will meet with Department leaders, faculty, trainees, etc. to learn more about your program.

### 2. What is a site visit?

- a. The site visit is an on-site requested consultation by peers to address issues of interest and concern any or all aspects of a division of general medicine. Given the breadth and depth of these group's clinical, educational, research and administrative programs, Chiefs and leaders select areas for focus. This helps in the team selection process, the scope of the visit and the materials needed in preparation for the visit. If you are not sure about a site visit, please review and complete the site visit questionnaire. Completing this can give you clarity on the need and questions.

### 3. Who serves on a Site Visit Team?

- a. Typically, 2-3 members of ACLGIM compose the site visit team. Site visitors are selected based on their areas of expertise and your specific site visit goals. One member will be the leader and often has a call as part of the planning process. This team leader will be your contact, and will be responsible for collating and delivering the final report.

### 4. How long is the visit and what does it entail?

- a. The visit lasts for two days during which time the site visit team meets with the Chair, the Division Chief and other divisional leaders, GIM and Department faculty along with key physicians and administrators in the institution. The agenda for the visit is set by the person requesting the site visit, usually the chair of medicine or the division chief. Your site visit agenda and who will be interviewed will depend on your site visit goals.

### 5. What is the timeline between requesting, scheduling, and the actual site visit?

- a. After submitting your site visit request form, ACLGIM staff will first schedule a short phone consultation with you to review your goals. During that call, scheduling options will also be discussed. To be sensitive to site visitor schedules, we will only consider site visit dates at least 2 months from the date of the phone consultation.

### 6. How should I prepare for a Site Visit?

- a. It is recommended that your Department or Division administrator assist in the scheduling of the site visit as well as the point of contact on logistic questions. ACLGIM staff will be in regular contact with that person to discuss the site visit agenda and travel for the site visitors.
- b. You should complete the site visit questionnaire.
- c. Be prepared to gather any background material you feel would be helpful in preparing site visitors. This may include strategic plans, organizational charts, mission/vision/values statements, previous site visit recommendations, etc.

**7. What fees are involved with the Site Visit?**

- a. The base fee for the site visit is \$10,000. Additional fees include site visitor travel expenses.

**8. How do I request a Site Visit?**

- a. To request a site visit, contact Jillian Gann at [gannj@sgim.org](mailto:gannj@sgim.org). You will be asked to complete a survey request form to better understand your goals. After you submit the survey request form, a short phone call will be scheduled to review your goals and discuss scheduling.