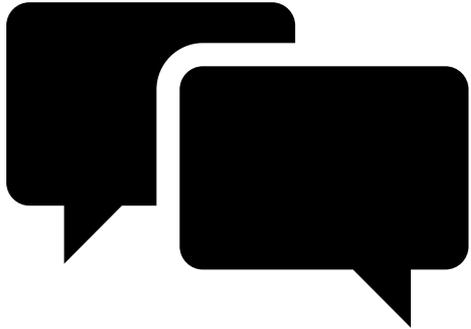




# **Tips for a Successful Remote Site Visit with the ACGME**

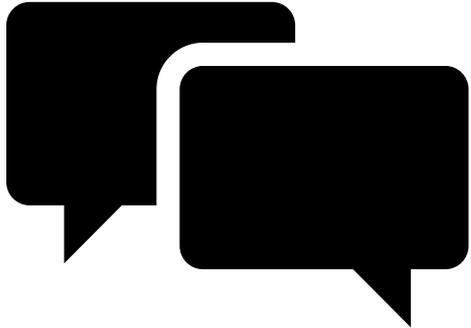
**Department of Accreditation, Recognition, and Field Activities**



The ACGME site visit includes a series of interviews with key individuals in a Sponsoring Institution or program.

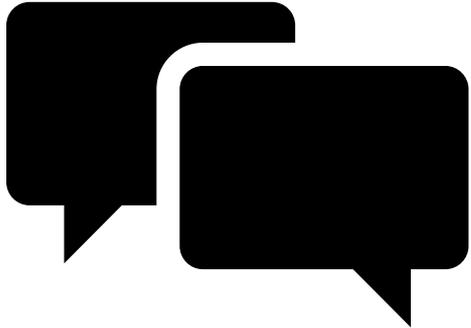
During the **remote site visit**, all interviews take place using video and microphone (i.e., audio-visual) technology. Zoom is the current platform of choice.





After conducting site visit interviews, Accreditation Field Representatives write a Site Visit Report, which is sent to the Review or Recognition Committee. This information is used to make accreditation or recognition decisions.

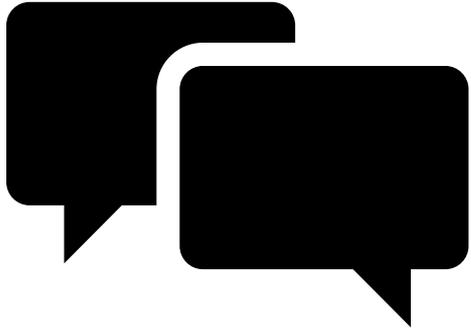




It is crucial that interviewees are seen and heard clearly during a remote site visit.

The most successful interviewees are present, visible, and attentive during their interviews.

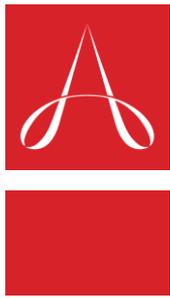




These tips are guiding principles for a successful remote site visit.

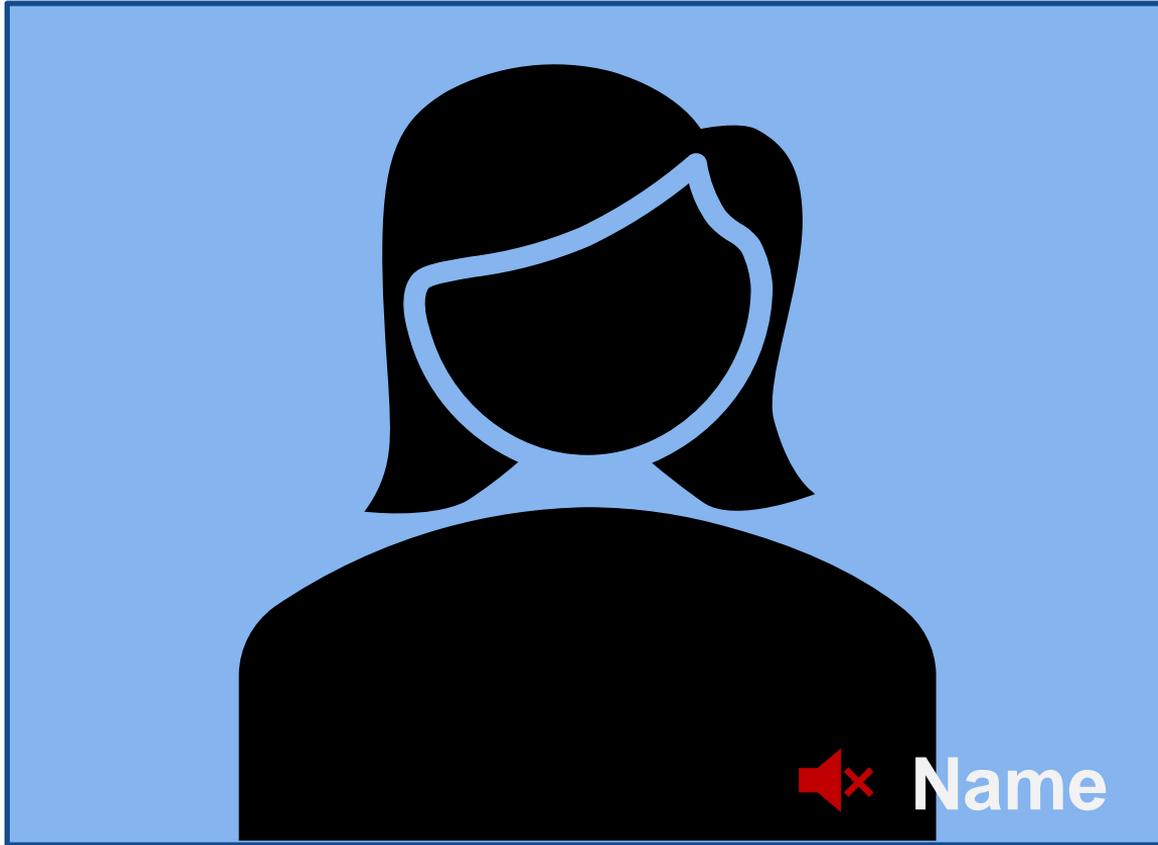
Accreditation Field Representatives will contact Program/Sponsoring Institution personnel about specifics relating to the remote site visit expectations.





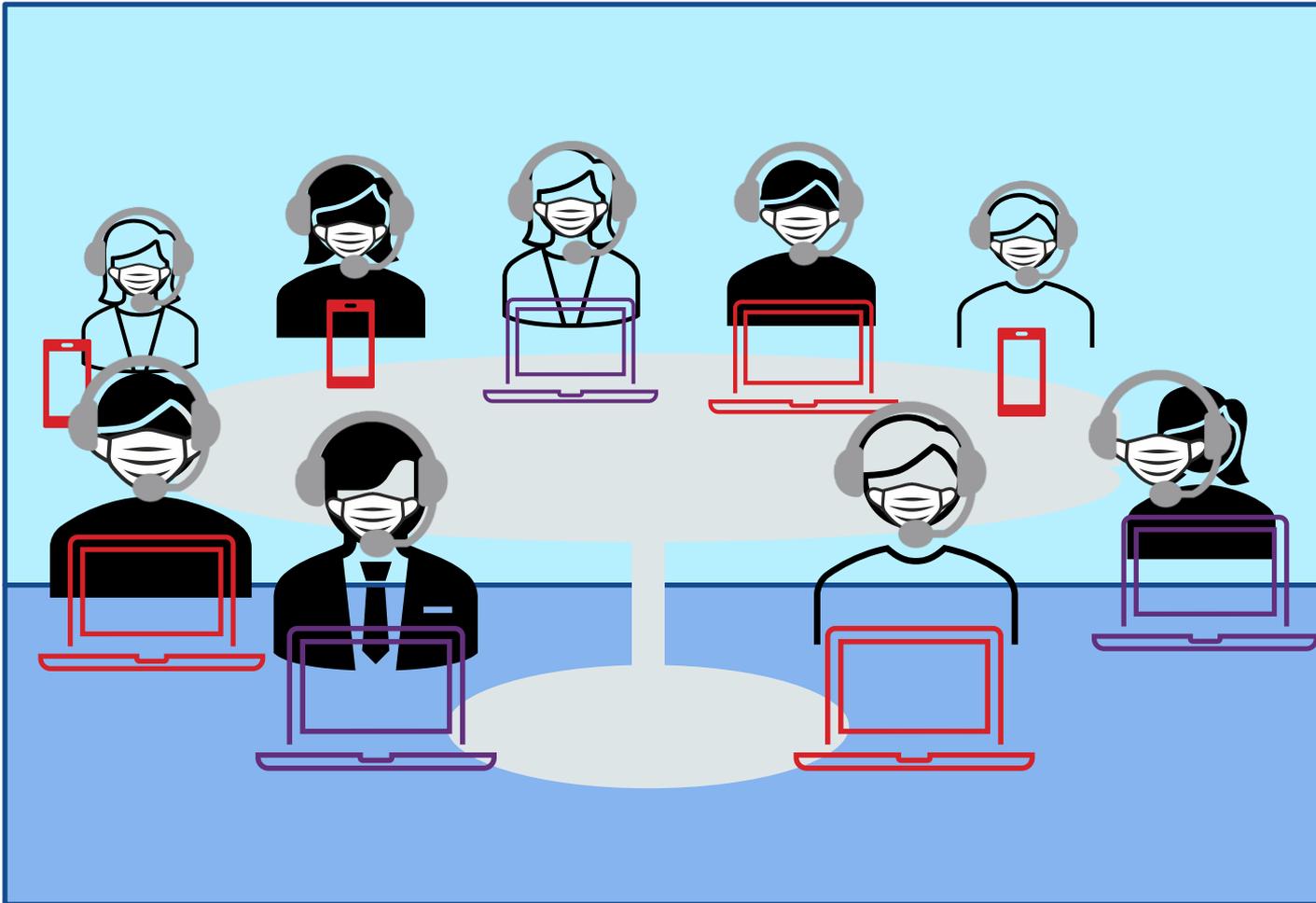
## Tips for a Successful Remote Site Visit

**Do:** 



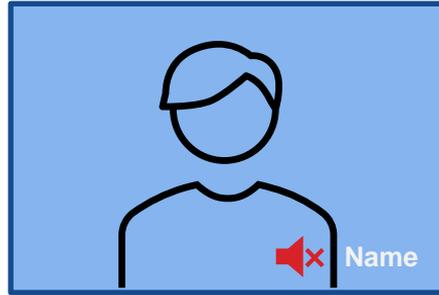
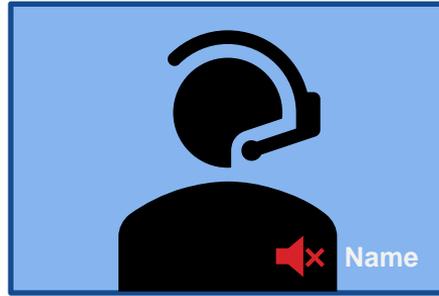
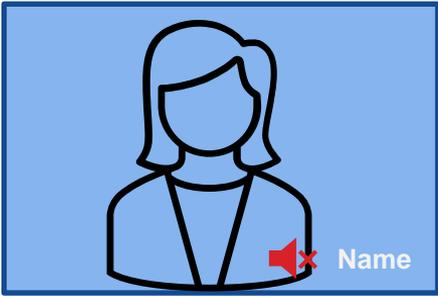
- Find a quiet location
- Make the entire face visible
- Identify yourself by name (preferred pronouns are optional but helpful)
- Ensure microphone(s) work



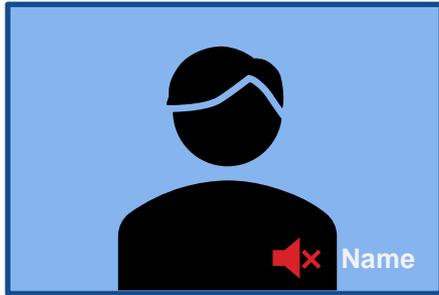


- Use individual devices (one person per screen/device)





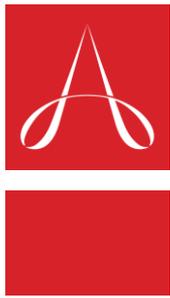
- Stay muted when not speaking



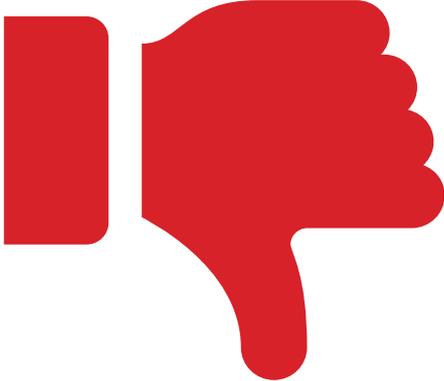


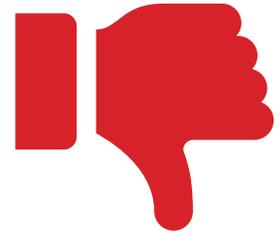
- Masks are OK!
- Remove masks only in a setting where it is safe to do so and would not violate local policies or mandates.





## Tips for a Successful Remote Site Visit

**Don't:** 

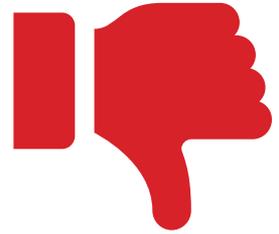


- Show up late



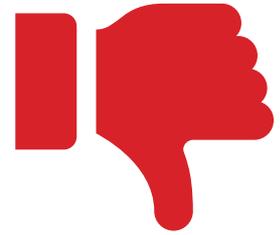


Name



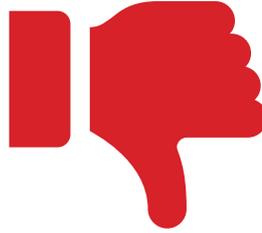
- Turn the video camera off



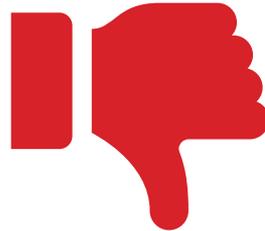


- Make the lighting too dark



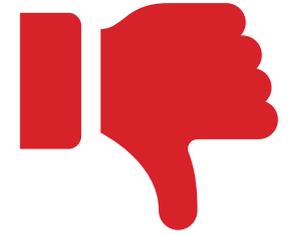


- Zoom in so close the full face doesn't fit the screen

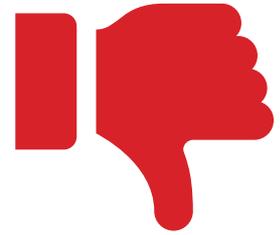


- Position the camera so only part of the face is seen



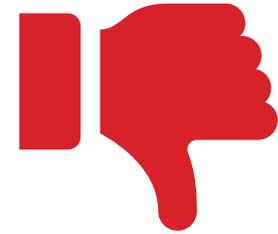
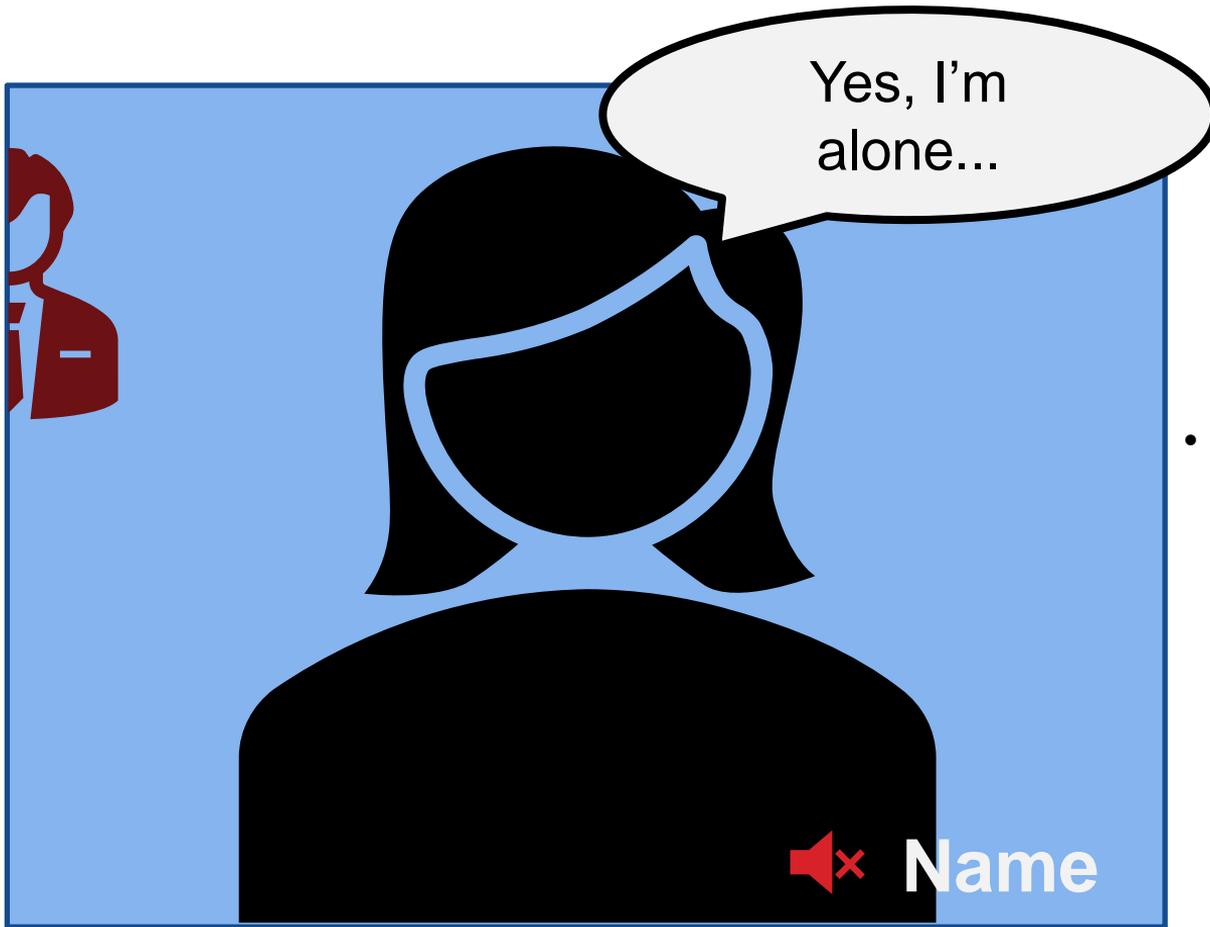


- Share mics or screens
- Meet in a loud space
- Leave participants unidentified (no name on Zoom)
- Use equipment that won't mute or cancel sound
- Meet where there is an echo



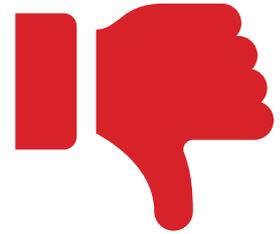
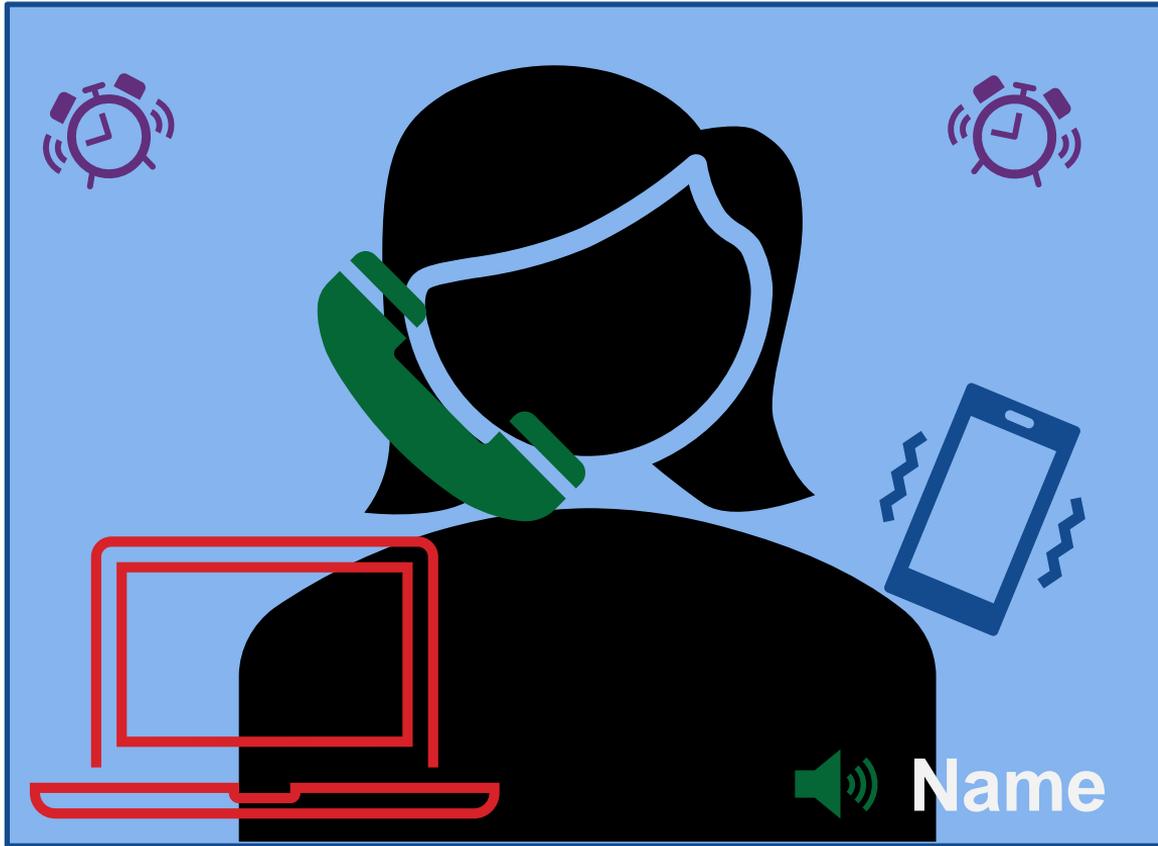
- Allow people unknown to ACGME staff members in the room
- Allow people not involved in the site visit in the room even if known to ACGME staff members





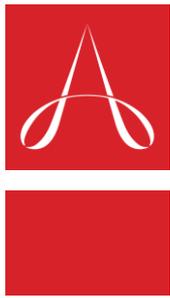
- Have others lurking and lingering out of sight of the camera when it is obvious someone is there





- Pay attention to distractions
- Have multiple interruptions
- Multitask





## Tips for a Successful Remote Site Visit

# Special Circumstances

# In a Public Space (not ideal)

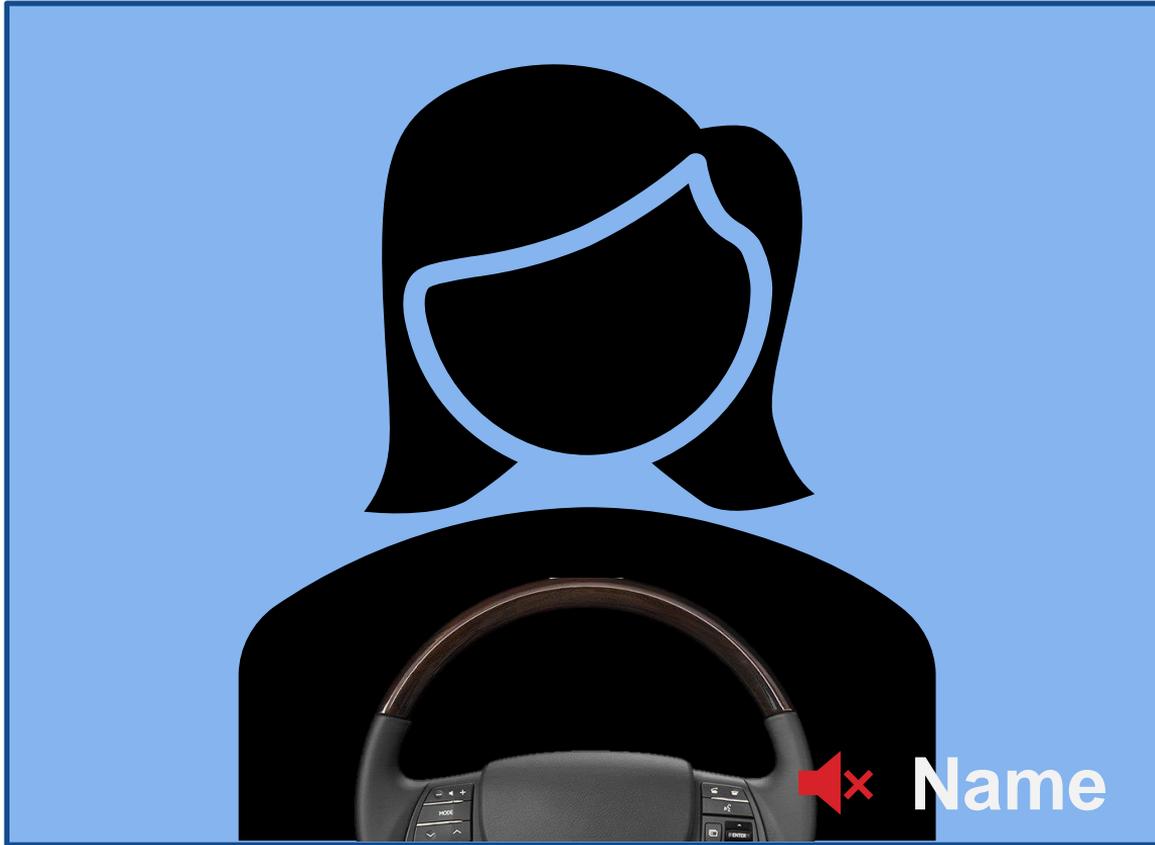


- Use headphones with a built-in mic



- Using no headphones and the computer's mic will be too hard to hear





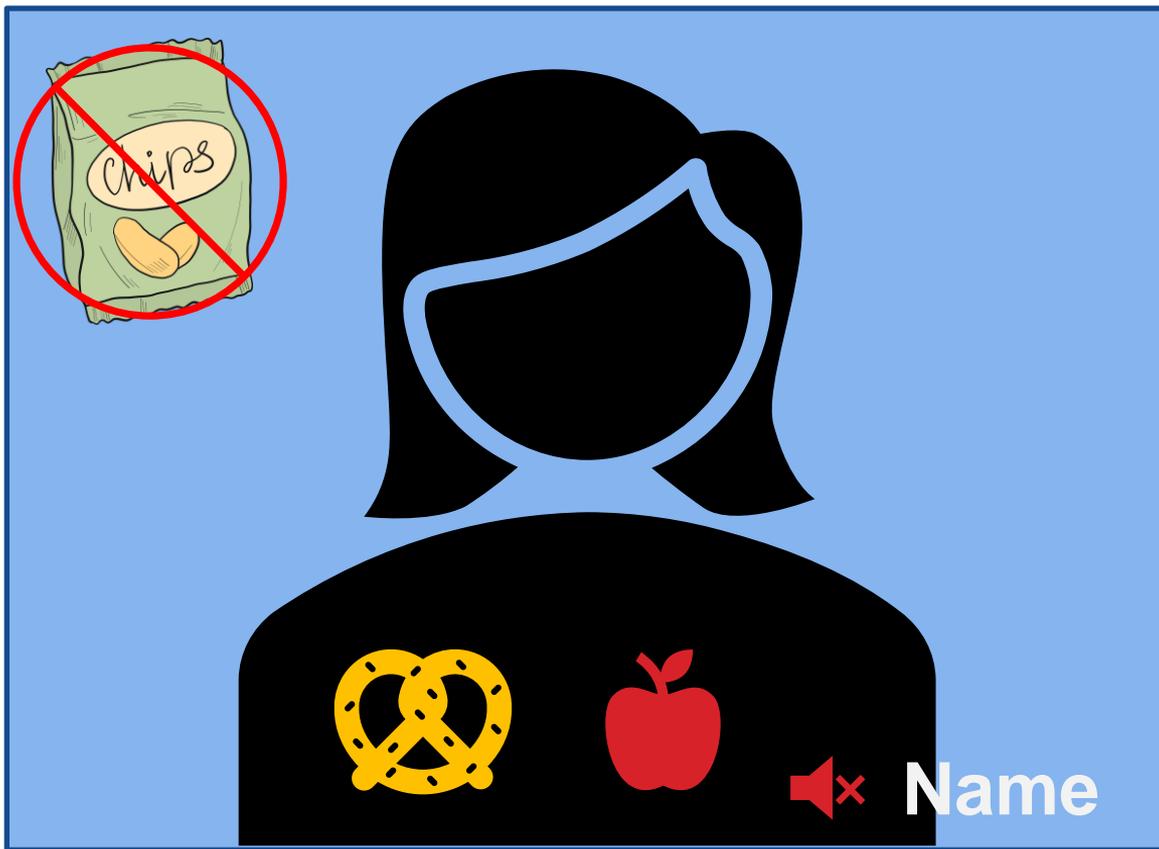
## If in a Car



- Ensure the car is stopped and parked in safe location.



- Don't drive during the site visit.
- Ensure the car is stopped, even if only a passenger.



## If You Need to Eat



- Eating during the interview is acceptable if it doesn't cause disruptions.



- Avoid crunchy, “noisy” food when your microphone is on
- Do not rustle food containers (chip bags, etc.)



We hope this information is helpful in preparing for your remote site visit!

**Remote Site Visit Resources**

[Site Visit FAQs](#)

**Questions**

[FieldRepresentatives@acgme.org](mailto:FieldRepresentatives@acgme.org)



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