

## **Hints to make the visit go well**

Have one meeting room reserved for the day.

Provide the site visitor with a detailed map to the hospital, medical school, parking and room.

Provide a typed schedule that is followed. Include names and titles of the people that the site visitor will meet.

Have all required personnel available with a clear schedule and no beepers if possible.

Have all requested documentation available.

Know your program:

- Prior citations and efforts to address citations

- Issues from the last institutional review that affect your program

- Current rotations and their educational value

- Faculty strengths and their contributions to the program

- Unresolved issues that residents may raise