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Program Director's Training Course: Focused Topics
Internal Review
Internal Review

- Very similar to an annual review
- Expect entire process to take 2-3 months from start to finish
- Should be done at half of the accreditation cycle
  - As stated in the accreditation letter
- An ACGME requirement
  - It may not a requirement to all programs as part of the NAS
- One of the three components of the oversight process
  - Site Visit
  - Internal Review
  - Follow up of both by the GMEC
Internal Review: Steps

- GMEC to assign a panel
  - Chair
  - Faculty
- PD to prepare a PIF
- PIF to GME Office
- IRP to review PIF
- Internal review
  - PD
  - Faculty
  - Residents
- Report to be generated
- Report presented at GMEC for approval
- Follow up on the recommendations
Internal Review Panel

- At least one faculty member and a resident
  - Ideally a PD from other program should be the chair of the IRP
- Administrators are optional
  - If selected could be a department administrator
- IRP panel members should not be from the department being reviewed
Information Collection Portfolio

- Program Information Form
  - A large database about the program

- Latest accreditation letter
  - Specifically focus on the citations

- Latest internal review report
  - With a focus on the areas in need of improvement

- Previous annual program evaluations
  - Which is basically a curriculum analysis

- Resident surveys
  - Very good way to assess training environment

- Duty hour reports
  - For compliance problems
Internal Review

- In person with:
  - PD, key clinical faculty, residents/fellows

- Review and verify all the submitted documentation
  - Compliance with institutional, common and program specific requirements
  - Effectiveness in meeting the educational goals and objectives
  - Educational and financial resources
  - Use of evaluation tools and outcomes
  - Effectiveness in addressing areas of non compliance
  - Annual improvement efforts in:
    - Resident performance using aggregate data
    - Faculty development
    - Graduate performance (boards)
    - Program quality
Internal Review Report

- Report describing each component
  - Highlight the areas in need of improvement
- Need to follow up on these areas
  - Until next site visit
    - This will change with NAS
- No need to show this document to RRC site visitor
  - But will be required to show at IRD site visit
- If program has no residents a modified internal review will be required:
  - Will need a full review on the second semester after enrolling residents
  - The program must show adequate:
    - Faculty and staff resources,
    - Clinical volume
    - Other
Internal Review: Summary

- Important self study process
- Internal analysis
- Opportunity to correct deficiencies before site visit
- Requirements may be modified as a consequence of the NAS
END OF THE PRESENTATION
End of Presentation