

## **Internal reviews**

The Graduate Medical Education Committee (GMEC) is responsible for scheduling and conducting internal reviews of each residency program. Internal reviews are conducted on each program approximately midway between accreditation visits. Once a subcommittee has been appointed by the DIO, it is expected to complete the internal review in a timely manner for the benefit of the program surveyed as well as adherence to ACGME requirements.

As part of the internal review process each member of the subcommittee reviews the Essentials of Accredited Residency Programs as outlined in the Graduate Medical Education Directory, the program application form, previous accreditation correspondence, and other materials deemed relevant. The subcommittee is expected to meet with the Program Director and/or Department Chairperson, residents from the program, and participating faculty, full-time and volunteer.

Each subcommittee is provided with the latest ACGME program requirements for the residency program undergoing review as well as a history of the program (previous RRC reports), ACGME Institutional Guidelines and other pertinent information. An Appendix is provided to facilitate the committee's use in assessing program progress in establishing and evaluating trainees' competency in six general domains as well as what assessment tools are being employed for that purpose. It is also noted how educational outcomes may have led to program improvements.

The internal review subcommittee chair submits a written report to the Program Director of the reviewed program, the DIO and the Chair of the GMEC. The Program Director submits a response to the internal review to the Chair of the GMEC. This is the program director's opportunity to clarify any incorrect information or misconception contained in the report. Both documents are reviewed by the GMEC for discussion and approval/disapproval.

The internal review document is required for each residency program application packet and becomes part of the material reviewed by the RRC site surveyor.

After the GMEC has reviewed the report and its actions have been recorded, the final document is sent back to the program director to become part of the Program Information Form.

Adopted by GMEC September 2002