

TOP 10 Tips to Conduct Effective Internal Reviews



An educational resource
brought to you by
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ACGME's revised Institutional Requirements included changes to the Internal Review structure and process. Have you kept up with the changes? Are your Reviews sufficiently rigorous to reward your programs with better accreditation outcomes in the future?

Here are ten tips to help you develop an Internal Review process that complies with ACGME requirements and, equally important, that produces an outcome worth the effort.

Tip 1: Learn about revisions in the Institutional Requirements and Common Program Requirements that impact the Internal Review process. How? Bookmark the ACGME website. Check it frequently for FAQs that clarify the requirements. Tune in to our Telecourses for explanations and “how-to” ideas!

Tip 2: Revise the Internal Review protocol, data collection forms, report forms, and process to comply with the revised requirements. If your protocol and report format have not been revised since 7/07 requirements were issued, you are **woefully out of date**. All of your work documents must reflect the revised committee composition, interviewees, data sources, and scheduling requirements.

Tip 3: Assess – on an ongoing basis – the impact of the revised requirements on programs without residents at mid-cycle. The ACGME requirements now include **specific** GMEC Internal Review tasks to ensure that the ACGME-approved program structure remains in place until the residents' entry. Yes – you must conduct a modified review – even without residents to interview!

Tip 4: Understand implementation of the documentation requirements – especially related to midpoint and the GMEC minutes. No longer are you obligated to complete the process by the midpoint...but that doesn't mean you can begin to plan the review process then, either! “Midcycle” remains the intent.

Tip 5: Customize each Internal Review to the specialty-specific program requirements. Too many Internal Reviews are ineffective because of “generic” interview questions.

Tip 6: Record the process and findings in a report to the GMEC that documents a thorough and effective Internal Review. The final Internal Review report and the GMEC minutes in which it is discussed are the basis for ACGME's

determination that an effective review was conducted. **Don't leave the proof in the file cabinet.**

Tip 7: Monitor the subsequent action plan – the outcome will NOT be worth the effort unless the identified deficiencies are corrected prior to the ACGME survey. Establish specific tasks for the program to accomplish with an established timeline to report to the GMEC. Make review of Internal Review Actions Plans a standing agenda item at every GMEC meeting.

Tip 8: Focus on the GMEC responsibility for program oversight. How does your Internal Review process fulfill that requirement?

Tip 9: Create a GMEC database of the concerns identified in all Internal Reviews. It makes for an excellent “needs assessment” for institution-wide faculty development activities.

Tip 10: Don't forget development of your GMEC membership to enable effective participation as members of the Internal Review panel. Members will not be able to assess general competency implementation compliance without their **own** understanding of the curriculum elements and their application -- especially when those members are reviewing a medical specialty different from their own. **No wonder regular faculty development offerings are so essential to every aspect of your GME program!**



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Learn about Dr. Henderson at

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Join us for more ideas about effectively fulfilling the GMEC's Internal Review responsibilities and make the Internal Review process worth the effort invested.

Internal Review Process

2-Session Telecourse

Thursdays, June 19 & 26, 2008

12 Noon-1 p.m. EDT

For registration and cost details, visit
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