

TOP 10

Tips to Make the Most of Your Mid-Cycle Review



An educational resource
written and brought to you
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Conducting an Institutional Mid-Cycle Review provides you with an invaluable opportunity to evaluate your institution at the midpoint of your accreditation cycle, giving you adequate time to make necessary improvements. Below are ten helpful reminders of what to do at this important stage of your accreditation cycle to ensure a successful outcome when it comes time for your institutional review.

1 Identify your strengths and weaknesses. Review the progress you have made since the last site visit by preparing a new "Attachment 1" and comparing it with the one that was sent in for the last review. Identify areas of improvement and review any new citations or concerns. Pay particular attention to any chronic problems that have emerged among and within programs, as these will ultimately affect the institution as a whole.

2 Stay focused by identifying areas of, and opportunities for, improvement. By educating the GMEC on improvements that have been made since the last site visit and sharing your reports on how the DIO, GMEC, and/or institution assisted programs with their areas of non-compliance, you can prioritize your efforts moving forward.

3 Keep your strategies organized, simple, and accessible. Create a clear-cut action plan for any new citations that have developed since the last review and streamline your tools for tracking progress. Whether you choose to chart your efforts with a sophisticated Excel spreadsheet or clean-lined task list, the key is to make your records easy to access and maintain and encourage ongoing progress before the next IRD is due.

4 Review your policies. This is a good time to review all of your GME policies. Check to see if there are any changes in the requirements since your last site visit and revise your policies accordingly. You can also take this time to review your resident agreement to be sure it contains all of the required elements.

5 Zero-in on your weakest links. Because a chain is only as strong as its weakest link, problematic programs could affect the institution's accreditation and therefore merit serious attention. To identify such program(s), review your programs' overall accreditation cycle lengths. If any have decreased, this is a red flag that something's amiss. Consider creating a spreadsheet, highlighting the history of each program and its affect on your institutional cycle length. Your job is to find out why,

identify any historically problem programs, and work on areas of concern.

6 Assess Letters of Agreement and/or Affiliation Agreements. Check to see if there have been any changes to the curriculum that need to be added or removed from your current letters. If there are any changes in the leadership and/or teaching faculty of the sponsoring institution or the participating sites, then you may have to revise your current agreements.

7 Evaluate the effectiveness of your GMEC. This may be an excellent time to evaluate the effectiveness of any subcommittees or task forces of the GMEC. Are they still needed? Do their goals or charges need to be updated?

8 Remember that knowledge is power. Keep your program directors—especially those new to your organization—informed on ACGME requirements by providing educational sessions that utilize questions from the IRD. Most times, during a new PD's orientation, they receive little information on how their program's performance directly affects the institution's GME accreditation. This is an excellent time to educate them on how their program fits in with the institution.

9 Adopt a global perspective by identifying the two most common citations from "Attachment 1" across all of your programs and developing concrete action plans for improvement. By addressing chronic problems within and among your programs, you can tackle the issues that are weighing down your entire organization.

10 Stay on track by developing grids that target all institutional citations, and then map out the recommendations for improvement, the action plans that have been implemented, and where improvements have been made. Similarly, develop a grid of all Internal Review recommendations for each program, list the action plans for each, and track improvements.

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