

# TOP 10 Tips for Effective Internal Reviews



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*Recent GME articles and educational sessions do not focus on the general competencies as much as they did a few short years ago. We do not hear as much about Institutional Citations for non-compliant Internal Reviews – once the most frequent institutional citation. Did those mandates go away?*

*No – they continue to be important, despite the recent focus on duty hours, supervision, and transitions of care. Will your GMEC receive citations for inadequate evaluation of the general competencies during the Internal Review process?*

*Here are ten tips for conducting an effective Internal Review.*

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**1 Update the GMEC Internal Review policies and forms.** Did you know that the required elements in the Internal Review changed in 2011?

**2 Provide Worksheets.** Even conscientious faculty members sometimes have trouble remembering all the “new” (as of 7/1/2011) rules for duty hours and supervision. Do not expect them to know the rules for a different specialty.

**3 Provide faculty development** for members of the Internal Review committee. Reviewing the information contained in their Internal Review worksheets may be sufficient.

**4 Be sure the Internal Review panel understands the general competencies!** Will at least one member recognize progressive competency-based, rotation-specific learning objectives?

**5 Be sure the Internal Review panel understands formative evaluation methodology!** Will the panel accurately identify whether all required assessment tools are in place – and aligned with the “correct” competency?

**6 Integrate the “new” Common Program Requirements into the process.** The patient hand-over system is another educational venue for ICS & SBP (and MK + PC). Effective supervision requires ICS, PC, PBLI, and SBP skills.

**7 Be tough!** The GMEC does not fulfill its ACGME IRC requirements – or provide meaningful assistance to the program director – if you fail to perform a rigorous Internal Review.

**8 Perform document reviews.** Do not accept the program director’s reassurance that “all is OK.” What if he or she misunderstood ACGME’s requirement? Read the policies and curriculum. Review resident files – just as the surveyor will do.

**9 Do not ask “yes/no” or “leading” interview questions.** “Describe how you assess the effectiveness of your curriculum,” produces very different responses than, “Do you conduct an annual program evaluation meeting according to ACGME’s requirements?”

**10 Audit the results to enable continuous improvement of the process.** Review the finished internal review reports compared to the protocol – and the findings of the next ACGME survey. Was the Internal Review effective? Debrief the program director. Was the process helpful in improving the program?

**Institutions have been surprised by ACGME citations for inadequate assessment of the general competencies as part of the Internal Review process. Want to avoid that citation? Join us on November 15<sup>th</sup> and 22<sup>nd</sup> as we explore that aspect of the wonderful world of Internal Reviews.**



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(Published October, 2011)

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newest webinar:**

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in Internal Reviews”*

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