

TOP 10 Tips for Successfully Completing the IRD



An educational resource brought to you by Margie Kleppick, President & CEO

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No matter if your institutional site survey is months away or years away, preparing the institutional review document (IRD) takes time and planning. The following tips will help you stay focused and stay on track for a successful institutional review and survey day.

1 Read Everything! Read the Institutional Requirements, the Common Program Requirements, the IRD and the ACGME web site to familiarize and refresh yourself with all materials and ensure that you have the latest versions of each document. ***Did you know that 3 new questions were added to the IRD in March 2010?***

2 Follow the instructions. One of the easiest ways to avoid unnecessary citations is to make sure that you follow the IRD instructions. Do not attach additional brochures, reports, etc. Is attachment 11 in the proper order? Does it only contain the information requested? Are your pages numbered correctly?

3 Answer each question completely and in a succinct matter. Ensure that you are providing information to the question being asked. Use bullets to help organize your answer. Do not provide extraneous information. "Map" your answer back to the question to make sure that you have answered all parts.

4 Ask for help. As you prepare the IRD, make note of individuals within your institution who could help with answers or provide information that you may need to fully answer a question. For example, your Quality department is an excellent source of information on current quality and patient safety projects that are happening in the institution.

5 Don't be afraid to call the ACGME for clarification. The ACGME is available for help and clarification. They do not, and will not, make you a target during the site visit if you ask a question! Call or email a member of the IRC for assistance.

6 Start early. The preferable time line for the completion of an IRD is approximately one year prior to the expected site visit. Give yourself plenty of time to complete the document. Create a calendar and set deadlines for yourself.

7 Gather information along the way. As you complete the IRD, be sure to secure the documentation of your responses, while fresh in your mind and relevant, and file it away for reference on survey day. It is much more difficult to gather information after the fact.

8 Remember the IRD is a reflection of the institution, the DIO, the program directors and all of your programs. Involve your GMEC members, residents and program directors as much as possible and at all stages of IRD development. Let your programs provide examples that you can use when answering specific questions. You may find out that one of your programs is doing something spectacular!

9 Use one voice when writing the document. Identify one person as the writer so that the tone and flow of the IRD is consistent. This should preferably be the DIO and the GME Administrator.

10 Celebrate your accomplishments! Be proud of your successes and innovative approaches to education and let your pride show through in your IRD.



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*Partners' Latest Addition to our
GME Consulting Team*

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FINALLY...NOW A WEBINAR!!

Step-by-Step: How to Complete the IRD

Tuesday, January 18 & 25; February 1 & 8, 2011
12:00 p.m.-1:30 p.m. ET
FOUR 1.5 hr. sessions

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