

TOP 10

Tips for Invaluable Internal Reviews

An educational resource brought to you by
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*Love them or hate them, Internal Reviews can provide an opportunity
to see your program from the macro and micro levels.
Here are 10 tips to take yours from impossible to invaluable.*

Tip #1: Read the requirements and follow them: The internal review requirements are detailed and specific. Closely follow the Institutional Requirements, Section V.

Tip #2: Examine your internal review process: The protocol, questionnaires, and guidelines for the panel must be clear and compliant to produce an effective result.

Tip #3: Be sure that they are done at midpoint: Know how to calculate the date when each program's review must be completed. Start early enough to have the report to GMEC by the midpoint.

Tip #4: Appoint an appropriate panel: An administrator, faculty, and a resident - all from your GME program, but none from the program undergoing review.

Tip #5: Conduct meaningful interviews: You are not being a friend to the Program Director if you do not ask in-depth questions.

Tip #6: Examine documents: Do not rely on the interviews to confirm compliant documents and processes. Look at the files - just as the ACGME surveyor will.

Tip #7: Develop an informative report: The report to the GMEC should contain specific strengths to be reinforced, and actions to be taken to assist the program into full compliance.

Tip #8: Schedule follow-up and a tracking system: GMEC's responsibility includes assisting and monitoring programs to ensure deficiencies identified in the internal review are resolved.

Tip #9: Educate the GMEC and the review panels about the general competencies.
Will they recognize compliant curriculum, evaluations, and systems to link outcomes to improvement?

Tip #10: Remember your mission!! Conduct the review as the ACGME surveyor will.
Find the deficiencies - while there is still time to help the program resolve them.

*Avoid the Most Common ACGME Citation.
...with strategies for practical and profitable Internal Reviews.*

For information on our upcoming telecourse on this subject,
"Internal Reviews: Impossible or Invaluable"
go to www.PartnersInMedEd.com.