

## PROGRAM DIRECTOR CHECKLIST FOR INTERNAL REVIEW OF PROGRAM

Program for review: \_\_\_\_\_

Date of review: \_\_\_\_\_

Location: \_\_\_\_\_

1. Select faculty (at least 2) to attend with the program director.
2. Peer selected residents from each level of training instructed to attend.  
(Residents will attend the last hour of the review without the director)
3. Documentation (3 copies) that must be provided to Ala Jo Koonts at least 5 days in advance of the review date:
  - a. Educational objectives of the residency training program
  - b. Copy of the Program Information Form from the previous ACGME program survey (Not necessary to update; but you should review the current PIF to be knowledgeable of any new information you may need)
  - c. All Correspondence from the ACGME related to the program including letters from previous 2 site visits.
  - d. All reports from most recent internal reviews and progress reports to GMEC.
  - e. Program specific statistical data regarding case and procedural experience of the residents (most recent 3 year period).
  - f. Any data and information from patient care quality and monitoring activities.
4. The program director will make available to the internal reviewer the following information, either to be included in the information provided 5 days in advance, or brought to the internal review session:
  - a. The instructional plans and the written curriculum formulated to achieve these objectives
  - b. The adequacy of available educational and financial resources to support the program
  - c. The effectiveness of each program in meeting its objectives

- d. Graduate performance, including performance of program graduates on the certification examination
- e. The effectiveness of each program in the utilization of the resources provided
- f. The effectiveness of each program in following recommendations from previous internal reviews
- g. The effectiveness of each program in addressing concerns and following recommendations from previous ACGME surveys
- h. Verification of the existence of a curriculum with goals and objectives provided for each of the general competencies
- i. A Summary or list of the types of evaluation tools used by the program for evaluating the competencies
- j. Comments on the program's status in the development and use of dependable measures to assess resident competency in the six areas
- k. Comments on the program's status in developing a process that links educational outcomes with program improvement
- l. Educational letters of agreement with each participating institution where residents rotate for a month or longer.
- m. Educational program handbooks/manual/websites
- n. Department handbooks and or policy and procedure manuals
- o. During the interview, the residents will be asked for verification or confirmation as to the existence of a curriculum with goals and objectives for teaching the competencies, their involvement in the curriculum, and the kinds of tools used by the program to assess the competencies and demonstrate program improvement based upon educational outcomes.
- p. During the interviews, the residents and program director will be asked about the program's familiarity and compliance with institutional requirements.

**Send 3 copies of the documentation to Ala Jo Koonts at least 5 days in advance of the scheduled review.**