

GME Office Internal Review Checklist & Timeline

Internal reviews are an essential part of the function of the GMEC at the BIDMC. All programs at the BIDMC must participate in reviews according to the schedule set forth by the ACGME. The following information provides guidelines to ensure timely compliance with Program Internal Reviews.

The GME office is responsible for the following points

- Dates of review and timely reminders will be sent by GME office starting 90 days before scheduled review. Reminders will also be sent to Programs Directors and Reviewers if already chosen.
- The PIF and supporting documents should be submitted electronically to the GME Administrative Director 2 weeks prior to review.
- The residents in the program will receive a request to complete a brief online anonymous survey. The results will be discussed at the time of the review.
- At least 3 weeks before the review, the GME office will confirm the attendance of the following individuals in the program under review:
 - Program Director, associate program director and coordinator(optional)
 - Names of residents (minimum of 1 per level) who will be interviewed on line and at time of actual Internal Review
 - For programs with less than 3 residents or fellows all trainees will be invited
 - Names of other key faculty who should participate in the review meeting

Reviewers to be notified in advance are:

- GME Faculty (Director GME or Associate Director)
- GME Administrative Director
- Education Specialist – optional
- Outside program faculty
- Outside program resident

Information required for the reviewers includes:

- Essentials of specialty printed from ACGME website
- If a subspecialty then the program also needs the Essentials of subspecialties of given specialty (if appropriate; e.g., fellowship in IM, Surgery, etc.)
- Internal Review Packet (Documents submitted by program according to our protocol)

The Report

Following the review the GME member – usually the Director or Associate - will write a report for the Internal review within 5 days of the visit.

Outside program reviewers will have an opportunity to review the report and suggest changes. The Final report is sent to the Program Director and key faculty members within 10 days of the visit. Once acknowledged and any question answered the **FINAL** report is forwarded to the Chair of the Department.

The **Final** report is reviewed at the next GMEC meeting. Any further recommendations made by the Committee will be forwarded to the Program Director following the meeting.

Requests for written responses or more information may accompany the report.

The GME office will keep on file a complete copy of the Internal Review Packet that includes

- Information submitted by program
- Specialty and Sub specialty requirements
- Report submitted to program and GMEC
- Written response if applicable
- F/U information if requested