

TO: «Reviewer»

CC: Dr. «FirstName» «LastName»

FROM: Sandra L. Diaz, GME Administrative Coordinator

DATE: October 15, 1999

RE: Internal Review

In preparation of your internal review of the «Program» program, enclosed please find the RRC Requirements for the program. For the review you should be receiving the program documentation from Dr. «FirstName» «LastName» by «Dateline1» . Please carefully review both requirements as well the documentation and appraise the following:

- a. Presence of educational objectives and goals for of the program and each major rotation;
- b. The adequacy of available educational and financial resources to meet these objectives;
- c. The effectiveness of each program in meeting its objectives;
- d. The effectiveness in addressing citations/recommendations from previous ACGME letters of accreditation and previous internal reviews;
- e. Compliance with program requirements
- f. Compliance with institutional requirements (see check list)

After reviewing the program documents, you should meet with the following individuals:

1. Program Director to review in detail the RRC Requirements.
2. Several members of the faculty to assess faculty evaluation of and involvement in the program.
3. Members of the house staff from each PGY. The purpose is not just to determine if the house staff is "happy" or have complains with the program, but to verify that the RRC requirements are met.

(See enclosed "Sample questions for Internal Review Meetings")

The Office Dr. «FirstName» «LastName» will make all the meeting arrangements for the meetings. You must contact Dr. «LastName» to make him/her aware of your availability.

Once you have reviewed the material and met with the above individuals, you should prepare a **detailed written report, as well as a succinct summary using the templates in the enclosed disk.** Please remember to discuss your findings with the Program Director before submitting your report. After completion and discussion with program director please submit the disk to the Office of

Graduate Medical Education. The report is scheduled to be presented to the GME Committee on «MtgDate» at 5:00 pm in Bishop Conference Room.

Thank you for your assistance with this important task.

**PLEASE SUBMIT THE DISK TO OFFICE OF GRADUATE MEDICAL EDUCATION
TMP 238 NO LATER THAN «Dateline2» .**