

DOCUMENT CHECKLIST

In addition to the completed PIF, the following documentation must be made available for the Internal Review panel. References to the ACGME Common Program and ACGME Institutional Requirements are in parentheses. Please provide the GME Office with 1 copy of the following at least 10 days prior to your Internal Review (please number and label the requested documents).

<input type="checkbox"/>	1. Policy for supervision of residents (addressing resident responsibilities for patient care, progressive responsibilities for patient management, and faculty responsibility for supervision) (CPR IV.A.4)
<input type="checkbox"/>	2. Program policies and procedures for residents' duty hours and work environment (CPR II.A.4.j)
<input type="checkbox"/>	3. Moonlighting policy (CPR II.A.4.j; CPR VI.F)
<input type="checkbox"/>	4. Quality Assurance/Improvement Policy
<input type="checkbox"/>	5. Effects of leave of absence on completion of the residency (IR II.D.4.h.2.(a-b))
<input type="checkbox"/>	6. Resident Selection Policy (IR II.A.1 and 2)
<input type="checkbox"/>	7. Overall educational goals for the program (CPR IV.A.1)
<input type="checkbox"/>	8. Competency-based goals and objectives for each assignment at each educational level (CPR IV.A.2)
<input type="checkbox"/>	9. Current Special Provisions (same as Program Letters of Agreement) (CPR 1.B.1)
<input type="checkbox"/>	10. Evaluation forms used for evaluation of residents (CPR V.A.1.a) These must show the use of multiple evaluators (faculty, peers, patients, self, and other professional staff) (CPR V.A.1.b.(2))
<input type="checkbox"/>	11. Evaluation forms used by residents to evaluate faculty (CPR V.B.3)
<input type="checkbox"/>	12. Evaluation forms used by residents to evaluate the program (CPR V.C.1.d.(1))
<input type="checkbox"/>	13. Evaluation forms used by faculty to evaluate the program (CPR V.C.1.d.(1))
<input type="checkbox"/>	14. Copy of latest Annual Review (CPR V.C) This must include the following elements: a. Resident Performance b. Faculty Development c. Graduate performance, including performance on the certification exam; and d. Program Quality (program evaluations from residents and faculty; how these evaluations were used to implement program improvement) e. Written plan of action (reviewed and approved by the faculty) to document initiatives to improve performance.
<input type="checkbox"/>	15. Didactic curriculum schedule

Please have the following documentation available at the time of the Internal Review:

<input type="checkbox"/>	1. Files of current residents who have transferred into the program, if applicable (including documentation of previous experiences and summative competency-based performance evaluations) (CPR III.C.1)
<input type="checkbox"/>	2. Evaluations of residents at the completion of each assignment (CPR V.A.1.a)
<input type="checkbox"/>	3. Evaluations showing use of multiple evaluators (faculty, peers, patients, self, and other professional staff) (CPR V.A.1.b.(2))
<input type="checkbox"/>	4. Documentation of residents' semiannual evaluations of performance with feedback (CPR II.A.4.g; V.A.1.B.(4))
<input type="checkbox"/>	5. Final (summative) evaluation of residents, documenting performance during the final period of education and verifying that the resident has demonstrated sufficient competence to enter practice without direct supervision (CPR V.A.2)
<input type="checkbox"/>	6. Files of current residents and most recent program graduates
<input type="checkbox"/>	7. Completed annual written confidential evaluations of faculty by the residents (CPR V.B.3)
<input type="checkbox"/>	8. Completed annual written confidential evaluations of the program by the residents (CPR V.C.1.d.(1))
<input type="checkbox"/>	9. Completed annual written confidential evaluations of the program by the faculty (CPR V.C.1.d.(1))