Internal Reviews

1. The GME office tracks the internal review dates, panels, and results.

    a. The proposed date for the internal review is stated in the RRC letter of accreditation.
    b. A list of former panel members and prospective members is kept by the GME office.
    c. Prospective members may be volunteers or participants in internal review workshops.

2. The GMEC chair requests volunteers at the GMEC meeting several months before the review date. The GMEC chair may also contact individuals to volunteer. The panel chair selects the resident member.

3. The GME office will

    a. contact the panel chair and the program director to set a date.
    b. contact the panel members with the proposed date. Adjustments may be needed to either change a date or change a panel member.
    c. contact the program to request documents for the panel and directions to the review location and to notify the documentation needed for the day of review. These items are listed in the toolkit.
    d. send the review documents to the panel members by e-mail.
    e. enter program data into the report template and send the template to the panel chair.
    f. prepare the final version for the GMEC and presents it as a PDF file.

4. The toolkit provides the details of the internal review and report.

5. After GMEC review, the GME office completes the review information in the report and sends the final copy to the program director.