

On the Day of the Visit, Please Have these Documents Available for Review by the Site Visitor(s):

Common Program Requirements

Sponsoring and Participating Institution

- ___ 1. Current Program Letters of Agreement (PLAs)

Resident Appointment

- ___ 2. Files of current residents/fellows and most recent program graduates
___ 3. If applicable, files of current residents/fellows who have transferred into the program including documentation of previous experiences and competency-based performance evaluations
___ 4. If applicable, files of residents/fellows who have transferred out of this program into another program

Educational Program

- ___ 5. Overall educational goals for the program
___ 6. Competency-based goals and objectives for each assignment at each educational level.

NOTE: If your program is 1 year in length and operates under the 1 year common program requirements, instead of the goals and objectives, provide a list of the skills and competencies the trainee will be able to demonstrate at the conclusion of training.

- ___ 7. Didactic and conference schedule for each year of training.

Evaluation (Programs using computerized evaluation system may generate and print summary reports, rather than show individual records)

- ___ 8. Evaluations of residents/fellows at the completion of each assignment
___ 9. Evaluations showing use of multiple evaluators (e.g., faculty, peers, patients, self, and other professional staff)
___ 10. Documentation of residents'/fellows' semiannual evaluations of performance with feedback
___ 11. Final (summative) evaluation of residents/fellows, documenting performance during the final period of education and verifying that the resident/fellow has demonstrated sufficient competence to enter practice without direct supervision
___ 12. Completed annual written confidential evaluations of faculty by the residents/fellows
___ 13. Documentation of program evaluation and written improvement plan
___ 14. Documentation of duty hours for resident/fellows in this program
___ 15. Written description of the Clinical Competency Committee (CCC) for this program including structure, membership, semi-annual resident evaluation process, semi-annual reporting of resident Milestones evaluation to ACGME, and protocols for the CCC advising the program director regarding resident progress including promotion, remediation, and dismissal.
___ 16. Written description of the Program Evaluation Committee (PEC) for this program including structure, membership, evaluation and tracking protocols, development of the written Annual Program Evaluation, and protocols for the development and monitoring of improvement action plans resulting from the Annual Program Evaluation. In addition, copies of the last three (3) PEC meeting minutes should be available for review.

Duty Hours and the Learning Environment

- ___ 17. Policy for supervision of residents/fellows (addressing progressive responsibilities for patient care, and faculty responsibility for supervision) including protocols defining common circumstances requiring faculty involvement
___ 18. Program policies and procedures for residents'/fellows' duty hours and work environment including moonlighting policy
___ 19. Sample documents for episodes when residents/fellows remain on duty beyond scheduled hours
___ 20. Sample documents offering evidence of resident/fellow participation in Quality Improvement and Safety Projects