



Faculty Development Program:
Preparing For and Conducting Internal Reviews

Tuesday, March 9, 2010; 4:00-5:30 p.m.

Location: DAGMEC/GDAHA Conference Room, 2 Riverplace

All ACGME programs are required to have an Internal Review of their program. Reviewers are faculty, residents and staff from other training programs. This workshop will prepare individuals for serving as panel members for upcoming Internal Reviews. It will also be useful to Program Directors to prepare for an Internal Review.

Who must attend?

- Each ACGME Accredited Program **must** send:
 - The program director (or his/her designee). Program Directors that attended on 9/28/06 are excused.
 - Programs with >6 trainees **must** send at least one additional faculty member
- All other Associate/Assistant Program Directors, Directors of Medical Education and key teaching faculty are welcome to attend
- Residency administrators/coordinators are also encouraged to attend to serve as the administrative member of Internal Review panels and to learn tips to prepare their program for future reviews
- Send registration to jaustin@dagmec.org or call (937) 228-6011.

AGENDA

4:00-4:15 pm	ACGME Requirements for Internal Reviews (Al Painter, Psy.D.)
4:15-4:30 pm	The DAGMEC Toolkit – Review of Documents Provided by DAGMEC to Panel (Jan Austin)
4:30-4:45 pm	IR Panel Homework: How to Prepare Prior to the Review Date – Developing a List of Questions, Concerns, etc. (Steven McDonald, M.D.)
4:45-5:00 pm	Program Directors & Coordinators: What to Have Available for the Review (Amy Hoeffel)
5:00-5:15 pm	Tackling the Tough Questions First ... How to Get Started During the Actual Review; What Questions to ask the Faculty & Residents and How to Use that Info (Virginia Wood, M.D.)
5:15-5:30 pm	Writing the Final Report; Presenting to GMEC and Developing an Adequate Follow-Up Plan (Jim Brown, M.D.)
5:30 pm	Evaluation & Adjourn