The University of New Mexico

Graduate Medical Education

GMEC Subcommittee: \_\_\_\_\_\_\_\_

Special Review: [Focused/Full] Internal Review

Program Reviewed:

Date:

Sponsoring Institution: University of New Mexico

Program Director:

Review Team: Joanna Fair, MD, PhD, DIO, Associate Dean of GME

[or Asst Dean of GME]

Joe Sparkman, GME Administrator [or designee]

[additional team members as appropriate]

Method/Process: The Special Review team met with resident/fellow physicians, [faculty, and PD/PC if full review]. The ACGME fellow and faculty survey, ACGME accreditation letter, UNM Houseofficers’ Manual, and other relevant documents were used to review compliance with ACGME Program Requirements and institutional policies and procedures. By identifying areas and seeking causes of non-compliance, the review team will assist the program in developing an Action Plan including quality improvement goals and corrective actions to achieve compliance with ACGME Program Requirements and institutional policies.

Purpose of Focused Internal Review: The [GMEC or subcommittee] recommended this Focused/Full Internal Review based on:

[data used to trigger review, or PD change, or upcoming site visit, etc.]

Materials Used:

[examples:]

ACGME Resident/Fellow Survey [date(s)]

ACGME Letter of Accreditation [date]

ACGME Program Requirements for \_\_\_\_\_\_, effective [date]

[Additional data: Action Plan to address areas of ACGME Resident/Fellow Survey [date], prior Internal Review, ….]

**Discussion:**

**Recommendations:**

Quality Improvement Goal 1: [Goal based on program requirements].

Relevant ACGME \_\_\_\_\_ Program Requirement(s):

Recommended Corrective Action 1: [suggested method to achieve goal, i.e., what the program should do]

**Follow Up:**

The Program must provide a written Action Plan in response to these recommendations to the GME office within 30 days of receipt, detailing the program’s completed or planned Corrective Actions to address each Quality Improvement Goal, with anticipated time frame for implementation of these actions. If you need an extension on this 30-day time frame for response, please provide a reason for the extension and a revised time frame, in writing, by no later than within 30 days of receipt of this report.

This Action Plan must be reviewed and approved by the Division Chief or Department Chair, as appropriate, with his/her agreement to provide necessary support and resources to carry out this plan. The Action Plan must also be discussed with your residents/fellows and communicated to faculty. Please provide documentation of the dates of these communications.

If no response is received from the Program within 30 days, the request will be escalated to the Division Chief and/or Department Chair as appropriate. If no response is received within 30 days of this request, the request will then be escalated to the Executive Vice Dean of the School of Medicine.

This Action Plan will be reviewed and assessed by the GMEC or subcommittee at its next meeting. Follow up recommendations at that meeting to be considered by the committee may include return to regular review cycle, revisions to the program’s Action Plan, additional document review, progress report in a specified time frame, or other recommended actions. Depending on the nature of the Quality Improvement Goals and Corrective Actions and the program’s compliance, a follow up focused or full internal review may be recommended, within a specified time frame, to ensure ongoing compliance.

Please contact the DIO, Dr. Joanna Fair (jfair@salud.unm.edu), with any questions or any assistance you may need.