AMERICAN **OSTEOPATHIC** ASSOCIATION

Basic Standards for Residency Training in Internal Medicine

INSPECTION CROSSWALK

COORDINATOR'S TIMELINE OF EVENTS

July
- ☐ Orientation for new Residents
- ☐ Memberships
- ☐ Specialty Board Verifications
- ☐ Welcome events
- ☐ Update Alumni Database

August
- ☐ Annual Program Evaluation

September
- ☐ Recruitment Season begins – ERAS opens

October
- ☐ Recruitment continues
- ☐ GME Census

November
- ☐ Recruitment continues – applicant early registration deadline
- ☐ Holiday time off requests
- ☐ CCC Meets / Web ADS Reporting period
- ☐ Schedule semi-annual resident evals

December
- ☐ Recruitment continues – interviews
- ☐ Semi-Annual Evals
- ☐ Web ADS Reporting period

January
- ☐ Recruitment continues – interviews
- ☐ Rank Order List entry / Quota changes

February
- ☐ Recruitment – Rank Order List due
- ☐ ACGME Annual Meeting

March
- ☐ Recruitment continues – Match results
- ☐ Prep for Mock Boards
- ☐ Work on on-boarding and advancement
- ☐ Welcome letters for Matched applicants

April
- ☐ Begin planning graduation party
- ☐ Finalize next year rotations
- ☐ Finalize next year didactics schedule
- ☐ Finalize next year call schedules
- ☐ Schedule exit interview / semi-annual resident evals (May / June)

May
- ☐ Review policies & procedures
- ☐ Mock Boards
- ☐ Orientation planning
- ☐ Update website for recruitment
- ☐ Future practice plans for grads
- ☐ GME Track – AAMC opens
- ☐ CCC Meets / Web ADS Reporting period

June
- ☐ Graduation
- ☐ Schedule mandatory training
- ☐ Order essential supplies for incoming residents
- ☐ Finish onboarding / schedule welcome events
- ☐ Route yearly resident roster
- ☐ Finalize orientation schedule
- ☐ Exit interviews / Semi-Annual Evals

ACOI PROGRAM DIRECTOR CALENDAR OF IMPORTANT EVENTS

2018

July 1 – 15	Distribution of all necessary ACOI documents to residents
July 1 – 15	Distribution of ACOI Residency Survey
July 15	Resident Research Abstract Contest deadline
July 31	Deadline for submission of online ACOI Program Directors Reports
	Deadline for submission of online ACOI Resident and Fellow Annual Reports
August 15	Deadline for completion of ACOI Residency Survey
October 1	Opening date of 2019 AOBIM examination registration (online registration at www.aobim.org is available)
October 17 – 21	ACOI Annual Convention (Orlando, FL)
	(Each resident must attend at least one ACOI Education meeting during his/her training program)
October 20	Quarterly OGME 1 resident review (if applicable)
December 1 – 31	Quarterly OGME 1 resident evaluation (if applicable)
December 31	Registration Deadline for 2019 In-Service Examination

2019

January 1 – 31	Schedule mid-year resident evaluations
	Nominations open for ACOI/AOF Resident of the Year Award
February 1	Deadline for 2019 AOBIM internal medicine examination registration
	Opening date for ACOI Resident Research Contest entries
March 1	Registration Deadline for AOBIM subspecialty and CAQ examinations
March 1	Resident In-Service Examination administered at all IM sites
March 1 – 31	Quarterly OGME 1 resident evaluation (if applicable)

April 1	Late registration deadline for 2019 AOBIM internal medicine examination
April 1	Registration deadline for 2019 AOBIM subspecialty and CAQ exams
April 15 – 30	Distribution of ACOI Active member applications to graduating residents
Dates TBA	ACOI Annual Board Review Course (Location TBA)
	(Each resident must attend at least one ACOI Education meeting during his/her training program.)
Dates TBA	ACOI Hospital Medicine Update (Location TBA)
	(Each resident must attend at least one ACOI Education meeting during his/her training program.)
Dates TBA	ACOI Annual Trainers Congress (IM program directors are required to attend each year, Subspecialty program directors are required to attend every other year.) (Location TBA)
Dates TBA	ACOI Cardiology Focused Review (Location TBA)
May 1	Late registration deadline for 2019 AOBIM subspecialty and CAQ exams
May 1	Program Director and Resident/Fellow Annual Reports available online
May 1 – 31	Review Resident In-Service Examination scores
June 1 – 30	Quarterly OGME 1 resident evaluations (if applicable)
June 15	ACOI Resident Humanism/Teaching Award nomination deadline
August 31	Latest training completion date for 2019 IM certifying exam eligibility
Dates TBA	2019 AOBIM subspecialty and CAQ examinations
Dates TBA	2019 AOBIM internal medicine certifying examination

Inspection Approval Timeline

Inspection Date	ACOI Action	AOA PTRC Action
May – August	Early September	Early November
September – December	Early February	Late April
January – April	Early May	Late July

Internal Review
(Required at midpoint of inspection approval cycle)

Example:	2 ½ years if five-year approval
	2 years if four-year approval
	1 ½ years if three-year approval

Program Director Requirements

- Must attend Congress for Resident Trainers each year (usually 1st weekend in May.)
- Each July, the ACOI will send out a Residency Survey to all program directors. This must be completed and returned to the ACOI by the designated date.
- Annual Reports must be completed for all residents/fellows by July 31st. **Fines of $150, per delinquent report, will be imposed after that date.**
- Distribute an updated copy of the *Basic Standards for Residency Training in Internal Medicine* to all residents in the program. The *General Standards for Fellowship Training in Internal Medicine Subspecialties* and the specific standards should be distributed to all fellows in the program.
- Complete the registration form for the In-Service Examination and return to the ACOI by the designated date. **Please note that the In-Service Exam is ALWAYS given on the first Friday in March. DO NOT schedule out-rotations or leave for any resident during that time.**

A more detailed list of Program Director Requirements can be found in the *Basic Standards for Residency Training in Internal Medicine* located here: http://www.acoi.org/education/gme/program-directors/standards.html, on the ACOI webpage.

Inspection Crosswalk

Instructions

Program:	
Program Number:	
Review Date:	
Site Reviewer:	

		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
STANDARD			1, 2 or 3	Met	Not Met	Met	Not Met	Met

IV. INSTITUTIONAL REQUIREMENTS								
4.1	The institution or program must have a supervision policy that includes, at minimum: how the faculty provides supervision (direct, indirect and informal) at all times; how supervision is graded with regard to level of training; how the program assesses competence (both procedural and non-procedural) with regard to the need for supervision; and how the policy is monitored and enforced.	Supervision policy. It must address all areas for the standard to be met. ACOI annual resident report (supervision question) provided by ACOI Resident evaluations of rotations	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
4.2	The institution or program must have a resident service policy that includes, at minimum: how the program defines resident workload; how the program ensures protected educational time for the residents and how the policy is monitored and enforced.	Review resident service policy. It must address all areas for the standard to be met. ACOI annual resident report (service vs. education question) provided by ACOI Resident evaluations of rotations	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD	SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value 1, 2 or 3	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			Met	Not Met	Met	Not Met	Met
4.3 The institution or program must have a code of conduct for faculty and residents.	Code of conduct. Evidence that the faculty and residents receive the policy (signature page and email or other electronic audit trail) Interview faculty and residents as to knowledge of policy.	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							
4.4 The institution's department of internal medicine must have at least two (2) physicians certified in internal medicine by the AOA or the American Board of Medical Specialties (ABMS).	Faculty roster. This should show board certification. Faculty CVs should be available as well.	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

STANDARD	SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
		1, 2 or 3	Met	Not Met	Met	Not Met	Met
4.5 The program must maintain and annually update a program description that includes, at minimum: the program description elements required in the AOA Basic Documents for Postdoctoral Training; and goals and objectives of the training program; curricular and rotational structure; description of ambulatory continuity experience; program director responsibilities; and resident qualifications and responsibilities.	Program description. It must meet both this standard and the AOA Basic Documents for Postdoctoral Training for program description.	3					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							
4.6 The program must maintain a list of learning objectives to indicate learning expectations at yearly training levels and provide it to the residents annually.	Written learning objectives. They must be segregated into yearly goals. Evidence that residents received the objectives (signature page and email or other electronic audit trail) ACOI annual resident report provided by ACOI Interview residents on knowledge of objectives	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
4.7	The program must maintain a written curriculum and provide it to the residents annually.	Written curriculum Curriculum available from www.acoi.org is satisfactory. Evidence that residents received the objectives (signature page and email or other electronic audit trail) Data from ACOI annual resident report provided by ACOI Interview residents on knowledge of curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
4.8	The program's learning activities must incorporate the outcomes defined by the active elements of the Path to Mastery curriculum.	Learning log Lecture/Learning Activity schedule PD interview Trainee interview	2					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
4.9	The program must demonstrate that its trainees are achieving the outcomes defined by the active elements of the Path to Mastery curriculum.	Semi-annual/End of year evaluations PD path to mastery learning plan PD interview Trainee interview	2					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
4.10	The institution must provide a supervised ambulatory site for continuity of care training. Institutional clinics or internists' offices may be used.	Tour ambulatory site(s) Program description for description of ambulatory site(s)	3/Critical Standard					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD	SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
		1, 2 or 3	Met	Not Met	Met	Not Met	Met

4.11 The program must maintain a file for each resident containing, at minimum:
   a. Ambulatory logs;
   b. Procedure logs;
   c. Monthly rotation evaluation forms;
   d. Semiannual ambulatory evaluations;
   e. Semi-annual reviews
   f. In-service exam scores
	Residents' files. At least one file (paper or electronic) per training year should be reviewed, including residents who have graduated since the last inspection. The files must contain all applicable components.	3					

Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							
4.12 The institution must provide the time and resources for each resident to attend the annual convention and scientific sessions or another educational program sponsored by the ACOI at least once during their residency.	Data provided by ACOI Written policy on attendance of ACOI meeting Interview program director Interview residents	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
4.13	The institution must provide a proctor and secure site for the administration of the ACOI in-service exam.	Written policy regarding in-service exam Interview program director Interview program coordinator Interview residents	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
4.14	The program must be represented each year at the annual ACOI Congress on Medical Education for Resident Trainers.	Data provided by ACOI	2					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
4.15	The institution must bear all direct and indirect costs of AOA on-site reviews and their preparation.	Data provided by ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
Total points for Section IV: _____								
V. PROGRAM CONTENT								
A. Program Duration								
5.1	The residency training program in internal medicine must be thirty-six (36) months in duration.	Program description for rotational curriculum. Residents schedules for graduates since the last inspection.	3/Critical Standard					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.2	At least thirty-four (34) months of training must include supervised management of patients (clinical rotations).	Program description for rotational curriculum. Interview program director and residents to ascertain non-clinical opportunities and experience	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.3	At least thirty (30) months of training must be in internal medicine and its subspecialties as recognized by the AOA.	Program description for rotational curriculum. Resident schedules.	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.4	The last 12 months of training must occur in the program that issues the certificate of residency completion.	Resident files for any resident who transferred into the program since the last inspection. If this does not apply please note this as met.	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.5	At least 80 percent of the graduates, averaged on a three-year rolling basis, must take the American Osteopathic Board of Internal Medicine certifying examination within three years of completion of the program.	Data provided by the ACOI via the AOBIM. Data that programs keep regarding board pass rate.	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met

B. Transfers and Advanced Standing								
5.6	The program must receive written verification of previous educational experiences and a statement regarding the performance evaluation of a transferring resident prior to acceptance into the program.	Resident files for any resident who transferred into the program since the last inspection to confirm verification. If this does not apply, please note this as met.	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.7	The program is required to provide verification of residency education for residents who may leave the program prior to completion of their education.	Resident files for residents who have left the program. If this does not apply, please note this as met.	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.8	Advanced standing for non-AOA approved internal medicine training or for non-internal medicine training must be approved by the ACOI's Council on Education and Evaluation upon request of the program director and resident. Approval will be granted on a case-by-case basis using the guidelines in Appendix A.	Resident files for any resident who transferred into the program and requested advanced standing since the last inspection and verify that advanced standing was granted. ACOI will supply the names of those residents currently in the program who have been granted advanced standing. If this does not apply please note this as met.	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
C. Osteopathic Philosophy and Osteopathic Manipulative Medicine								
5.9	Training in osteopathic principles and practice must be provided in both structured educational activities and clinical formats.	Lecture schedules, journal club and/or book club topics. Chart review of both inpatient and clinic charts looking for evidence of documentation of osteopathic assessment and treatment. Program description Interviews with program director and residents.	3					

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met

Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.10	Residents must complete an OPP/OMM curriculum.	Evidence of completion of commercially available curriculum. Evidence of institutional curriculum and resident completion of same.	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD	SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value 1, 2 or 3	Pre-Site Visit (Program Director Self Study) Met	Pre-Site Visit (Program Director Self Study) Not Met	Current Review (Site Reviewer) Met	Current Review (Site Reviewer) Not Met	Prior Review Met

D. Medical Knowledge

5.11	The formal structure of educational activities must include monthly journal clubs.	Lecture schedules Program description Attendance documentation (paper or electronic) for resident and faculty participation Curriculum	1					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

5.12	The formal structure of educational activities must include twice-weekly case conferences.	Lecture schedules Program description Attendance documentation (paper or electronic) for resident and faculty participation Curriculum	1					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.13	The formal structure of educational activities must include four hours per week of structured faculty didactic participation.	Lecture schedules Program description Attendance documentation (paper or electronic) for resident and faculty participation Curriculum	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.14	Attendance at required educational activities must be documented	Attendance documentation (paper or electronic) for resident and faculty participation	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.15	Residents must participate in the internal medicine structured educational activities throughout their training program, including during the OGME-1 Year and while doing BASE-SITE selectives or non-internal medicine months.	Attendance documentation (paper or electronic) for resident and faculty participation Resident rotation schedule for OGME-1 trainees	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.16	Each resident must participate in internal medicine board review, either in the form of an ongoing program, or by the program sponsoring the resident's attendance at an internal medicine board review course.	Lecture schedule Program description Attendance documentation (paper or electronic) for internal board review ACOI will supply names of residents who have attended the ACOI board review course Documentation of attendance of board review course in residents' files	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met

E. Patient Care								
5.17	The resident must have training and experience in comprehensive histories and physicals, including structural examinations, pelvic exams, rectal exams, breast exams and male genital exams.	Semi-annual evaluations Ambulatory clinic evaluations Chart review with attention to supervision of notes Competency documentation Credentialing process	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.18	The resident must have training and experience in central venous line placement, arterial puncture for arterial blood gases, osteopathic manipulative treatment and endotracheal intubation to include, at minimum: indications; contraindications; complications; limitations and evidence of competent performance.	Learning activity schedule Competency documentation Credentialing process Procedure logs Simulation center or standardized patient curriculum	2					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.19	The resident must have training and experience in peripheral blood smears, exercise stress tests, ambulatory ECG monitors, lumbar puncture, spirometry, sputum gram stain, urine microscopy, vaginal wet mounts, thoracentesis and arthrocentesis to include, at minimum: indications; contraindications; complications; limitations and interpretation.	Learning activity schedule Competency documentation Credentialing process Procedure logs Simulation center or standardized patient curriculum	2					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.20	The resident must have training and experience in the interpretation of electrocardiograms, chest x-rays, and flat and upright abdominal films.	Lecture schedule Competency documentation Simulation center or standardized patient curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
F. Interpersonal and Communication Skills								
5.21	The resident must have training in communication skills with patients, patient families and other members of the health care team, including patients with communication barriers, such as sensory impairments, dementia and language differences.	Lecture schedules Collaborative rounding process Communication training modules Methods for language interpretation Simulation center or standardized patient curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
G. Professionalism								
5.22	The resident must have training in health care disparities.	Lecture schedules Cultural competence training modules Community service experience or expectations for residents	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.23	The resident must have training in ethical conduct in interactions with patients, patient families and other members of the health care team.	Lecture schedules Training module completion	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.24	The resident must have training in health information protection policies.	Lecture schedules Training module completion	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met

H. Practice-Based Learning and Improvement								
5.25	The resident must have training in teaching skills.	Lecture schedules Training module completion	1					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

5.26	The resident must participate in the training of students and/or other residents.	Chart review of students notes Student lecture schedules	1					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

STANDARD	SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
		1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.27 The resident must have training in the use of electronic health records.	Lecture schedules Training module completion Program description Demonstration of EHR	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							
5.28 The resident must have learning activities and participation in quality improvement processes.	Evidence of CAP participation and review of data Description of quality improvement projects Evidence of dissemination of quality improvement projects (abstracts and/or posters) Participation in quality or performance improvement committees or processes. Morbidity & Mortality conference.	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.29	The resident must have learning activities in medical research throughout the program including, at minimum: research types and methodology; biostatistics; health services research and interpretation of medical literature.	Lecture schedules Training modules Program description	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
I. Systems-Based Practice								
5.30	The resident must have training in practice management.	Lecture schedules Training modules Program description Chart audits of coding accuracy Participation in utilization review committees	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.31	The resident must have training in health policy and administration.	Lecture schedules Training modules TIPS program participation	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
J. Ambulatory Clinic								
5.32	The training site must provide for general internal medicine patient care where residents can function as the primary caregiver for patients on an ongoing basis (Continuity Clinic). The site may be in a clinic (free-standing or in-hospital) or in a private practice setting.	Tour of ambulatory clinic site(s) Ambulatory appointment schedules Segregated totals from ambulatory clinic (visit numbers and type, diagnosis) Ambulatory clinic logs	3/Critical Standard					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD	SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
		1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.33 The resident's continuity clinic training must be under the supervision of an internal medicine specialist.	Ambulatory clinic faculty list and credentials	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							
5.34 There must be participation between the supervisor and the resident including, at minimum, evidence that all cases are discussed and that all charts are reviewed and signed by the supervisor.	Ambulatory clinic charts Resident interviews	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.35	The resident to faculty ratio in the continuity clinic training site must not exceed 4:1.	Ambulatory clinic faculty schedules Program director interview Resident interviews	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.36	The ambulatory experience must take place a minimum of one-half day a week, 36 weeks per year.	Ambulatory appointment schedules Segregated totals from ambulatory clinic (visit numbers and type, diagnosis) Ambulatory clinic logs	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value 1, 2 or 3	Pre-Site Visit (Program Director Self Study) Met	Not Met	Current Review (Site Reviewer) Met	Not Met	Prior Review Met
5.37	An educational program on ambulatory issues must exist. It does not need to be held at the clinic site.	Lecture schedules Attendance documentation (paper or electronic)	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.38	The resident must have experience in the common medical diagnoses found in a general internal medicine practice.	Segregated totals from ambulatory clinic (visit numbers and type, diagnosis) Ambulatory clinic logs Should not be predominately acute care	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.39	The resident must be taught to apply the concepts of disease prevention and health maintenance.	Lecture schedules Attendance documentation (paper or electronic) Faculty documentation in ambulatory charts Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.40	Specific ambulatory clinic logs must be maintained and contain, at minimum: patient identification; diagnosis and the activity and/or procedures performed on each visit.	Ambulatory clinic logs	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.41	The resident must be scheduled to see at minimum, four patients, on average, per half-day period.	Segregated totals from ambulatory clinic (visit numbers and type, diagnosis) Ambulatory clinic logs	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.42	The resident must develop a continuity panel of patients in the ambulatory clinic.	Segregated totals from ambulatory clinic (visit numbers and type, diagnosis) Ambulatory clinic logs	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.43	An opportunity must exist for the resident to participate in the ongoing care of his/her clinic patients when they are hospitalized at the base hospital facility and through all phases of their care.	Chart review Program director interview Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
K. Program Rotational Requirements								
5.44	During the OGME-1 training year, the resident must complete four (4) months or sixteen (16) weeks of general internal medicine. This requirement must be met using rotations with general internists, or using rotations with internal medicine subspecialists whose practices include an emphasis on internal medicine. Documentation of the subspecialists' general internal medicine practice must be available at the time of on-site program review.	Rotational curriculum Resident schedule Program description ACOI resident annual reports Program director interview Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.45	During the OGME-1 training year, the resident must complete one month or four (4) weeks of critical care (ICU/CCU). This requirement may be satisfied by ongoing supervised exposure to critical care throughout the training program.	Rotational curriculum Resident schedule Program description ACOI resident annual reports Program director interview Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.46	During the OGME-1 training year, the resident must complete one month or four (4) weeks of cardiology.	Rotational curriculum Resident schedule Program description ACOI resident annual reports Program director interview Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD	SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
		1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.47 During the OGME-1 training year, the resident must complete one month or four (4) weeks of care of the surgical patient. This requirement must be satisfied by one of the following: general surgery; perioperative medicine; surgical ICU. The perioperative medicine rotation must be supervised by an internist and exclusively provide perioperative co-management of surgical patients.	Rotational curriculum Resident schedule Program description ACOI resident annual reports Program director interview Resident interviews	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							
5.48 During the OGME-1 training year, the resident must complete one month or four (4) weeks of emergency medicine.	Rotational curriculum Resident schedule Program description ACOI resident annual reports Program director interview Resident interviews	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.49	During the OGME-1 training year, the resident must complete one month or four (4) weeks of women's health. At least half of the exposure must be ambulatory gynecology.	Rotational curriculum Resident schedule Program description ACOI resident annual reports Program director interview Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.50	During the OGME-1 training year, the resident must complete three months of selectives that are chosen by the program director. Each of the selectives can be for a maximum of one month, except additional general medicine, which may be for two months.	Rotational curriculum Resident schedule Program description ACOI resident annual reports Program director interview Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.51	During the OGME-2 and OGME-3 training years, the resident must complete no fewer than eight (8) months and no more than 16 months of general internal medicine. This requirement must be met using rotations with general internists, or using rotations with internal medicine subspecialists whose practices include an emphasis on internal medicine. Documentation of the subspecialists' general internal medicine practice must be available at the time of on-site program review.	Rotational curriculum Resident schedule Program description ACOI resident annual reports Program director interview Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.52	Internal medicine night float may be considered general internal medicine experience if the rotation is directly supervised by a general internist or an internal medicine subspecialist, and includes five hours per week of structured learning. Residents must not be assigned more than two months of night float during any year of training. Residents must not be assigned more than four months of night float over the three years of residency training. Residents must not be assigned to more than one month of consecutive night float rotation.	Rotational curriculum Resident schedule Program description ACOI resident annual reports Program director interview Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.53	During the OGME-2 and OGME-3 training years, the resident must complete a minimum of one month experience with each of the following subspecialties: pulmonology; endocrinology; gastroenterology; hematology/oncology (combined or separate); infectious disease; nephrology; rheumatology; neurology. The subspecialty experiences may be in either an inpatient or an outpatient setting.	Rotational curriculum Resident schedule Program description ACOI resident annual reports Program director interview Resident interviews	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.54	Residents must spend a minimum of 20 percent and a maximum of 65 percent of their time in ambulatory training.	Rotational curriculum Resident schedule Program description ACOI resident annual reports Program director interview Resident interviews Application of ambulatory calculator	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
		Total points for Section V: _____						
VI. FACULTY AND ADMINISTRATION								
A. Program Director								
6.1	The program director must be certified in internal medicine or an internal medicine subspecialty by the AOA through the American Osteopathic Board of Internal Medicine.	Program director CV Program director interview Verified by the ACOI	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
6.2	The program director must have practiced in internal medicine or an internal medicine subspecialty for a minimum of three (3) years.	Program director CV Program director interview Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
6.3	The program director must be an active member of the ACOI.	Program director CV Program director interview Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
6.4	The program director's authority in directing the residency training program must be defined in the program documents of the institution.	Program director job description OGME committee minutes or by-laws Organizational chart for OGME Program description DME interview Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
6.5	The program director must comply with the requests of the ACOI's Council on Education and Evaluation.	Program director interview Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
6.6	The program director must have compensated dedicated time to administer the training program.	Program director job description OGME committee minutes or by-laws DME interview Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
6.7	The program director must submit to the ACOI annual reports for all residents by July 31 of each calendar year. Final reports for residents who complete the program in months other than June must be submitted within 30 days of training completion. Delinquent annual reports will not be reviewed until a delinquency fee is paid as determined by the ACOI's administrative policies.	Evidence of completion (web based or print-out) Program director interview Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
6.8	The program director must attend the annual ACOI Congress on Medical Education for Resident Trainers every year.	Evidence of attendance Program director interview Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
6.9	The program director must notify the ACOI of the resident's entry into the training program by submitting a resident list annually on a form furnished by ACOI.	Evidence of completion Program director interview Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
6.10	The program director must maintain an e-mail address and provide it to the ACOI.	Program director interview Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
6.11	The program director must review the results of the annual in-service examination with each resident by the end of the training year.	Evidence of resident receipt and review of score (paper or electronic) Program director interview Resident interview ACOI Resident annual report Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met

B. Faculty								
6.12	The faculty must make available non-clinical time to provide instruction to residents.	Program director interview Faculty interviews Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
Total points for Section VI: _____								
VII. RESIDENT REQUIREMENTS								
7.1	The residents must be members of the ACOI.	Resident files Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
7.2	The residents must submit a resident annual report online to the ACOI by July 31 of each calendar year. Final reports of residents who complete the program in months other than June must be submitted within thirty (30) days of completion of the training year. Delinquent annual reports will not be reviewed until a delinquency fee is paid as determined by the ACOI's administrative policies.	Evidence of resident receipt and review of score (paper or electronic) Program director interview Resident interview ACOI Resident annual report Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
7.3	The residents must attend a minimum of 70 percent of all meetings as directed by the program director.	Lecture schedules Attendance documentation (paper or electronic) Program director interview Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
7.4	The residents must participate in hospital committee meetings as directed by the program director.	Hospital committee rosters and attendance Program director interview Faculty interviews Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
7.5	The residents must participate each year in the annual Resident In-Service Examination sponsored by the ACOI.	Evidence of scores provided by ACOI to program annually Resident files Program director interview Resident interview ACOI Resident annual report Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
7.6	The residents must maintain certification in advanced cardiac life support throughout the residency.	Evidence of completion of ACLS Resident files Program director interview Resident interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
7.7	The residents must attend the ACOI Annual Convention and Scientific Sessions or another ACOI continuing education program once during the training program.	Evidence of attendance Program director interview Resident interviews Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
7.8	The resident must complete a scholarly project that is approved by the program director and submitted for publication, or presented at a scientific meeting, or participate in two critiqued evidenced-based presentations.	Resident files Confirmation of presentation acceptance from ACOI Program director interview Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
Total points for Section VII: _____								
VIII. EVALUATION								
8.1	The faculty and residents must evaluate the program and curriculum annually to ensure that it is consistent with the current goals of the program and further address, at minimum: performance on the ACOI annual Resident In-Service Examination; pass rates on the AOBIM certification examination; resident retention rates in the program; percent of graduates completing the program in 36 months; placement of graduates and professional accomplishments of graduates.	Minutes from annual meeting or other evidence of program and curriculum review GMEC committee minutes Program director interview Faculty interviews Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
8.2	The ambulatory clinic director must complete semiannual written evaluations of the resident's performance.	Evaluations (paper or electronic) Program director interview Faculty interviews Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
8.3	All evaluations must be signed by the person completing the evaluation, the program director and the resident. Electronic signatures are acceptable.	Evaluations (paper or electronic) Program director interview Faculty interviews Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
8.4	The program director or a designee must meet with the resident semiannually to review and document the resident's progress.	Evaluations (paper or electronic) Program director interview Faculty interviews Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
8.5	At the end of each training year, the program director, with faculty input, must determine whether each resident has the necessary qualifications to progress to the next training year or be considered program complete.	Documentation of advancement (promotion letter, etc.) Program director interview Faculty interviews Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
8.6	Residents' identities in faculty evaluations must remain confidential	Program director interview Faculty interviews Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
8.7	Faculty performance must be reviewed on an annual basis by the program director.	Evidence of faculty evaluation Faculty recruitment and retention policy Program director interview Faculty interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
8.8	Information provided by residents must be included as part of the assessment of faculty performance.	Evidence of faculty evaluation Faculty recruitment and retention policy Program director interview Faculty interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
8.9	The program must have a remediation policy for residents who are performing at an unsatisfactory level.	Remediation policy Program director interview Faculty interviews Resident interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
Total points for Section VIII: _____								

STANDARD	SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
		1, 2 or 3	Met	Not Met	Met	Not Met	Met

Site Reviewer Grid

Section Number	Total Met	Total Not Met	Maximum Points Possible
IV.			28
V.			74
VI.			14
VII.			8
VIII.			9
Total			**133**

Additional Comments: