I. **POLICY:**
   The Graduate Medical Education Committee will review programs as close to their cycle midpoint as possible during GME Committee meetings. The reviewers, designated by the Chair of the Graduate Medical Education Committee, will follow all guidelines for reviews as stipulated by the ACGME.

II. **PROCEDURE:**
   The Program Director will receive the following documents:

   1. Letter of Notification of Scheduled Internal Review
   2. List of documentation to be provided for the review.

   Program documentation should be returned to the Office of Graduate Medical Education by the date requested for use by the program reviewers. The program will provide:

   1. Updated PIF (Program Information Form)
   2. The most recent ACGME letter of accreditation

   A written report will be provided to the Graduate Medical Education Committee members at the time of the presentation of the program review. The report will be discussed at the Graduate Medical Education Committee meeting, and approval will be given if the program is in compliance. If any program has serious deficiencies, the program director will be required to meet with the Graduate Medical Education Committee or the Graduate Medical Education Executive Committee and outline plans for remediation. If remediation cannot be demonstrated, the Chair of the Graduate Medical Education Committee, the Chair of the department or division in non-compliance, the Dean of the School of Medicine, and the program director will meet to outline an action plan.

   If the report presented to the Graduate Medical Education Committee is approved, the original report is filed in the internal review file for that program. The Chair of the Graduate Medical Education Committee will send a letter to the program director informing them of the comments of the GME Committee. A copy of the report is sent to the program director.

   **Approval body:** Graduate Medical Education Committee **Approval date:** 3/91
Policy Owner: Graduate Medical Education

Historical Information:
Review dates: 10/10
Revision dates 9/93, 11/08, 11/09, 10/10
Approval dates: 12/08