

July 16, 2009

Dear Program Directors:

The UWHC GME Oversight Committee requires **all** Program Directors of ACGME-accredited programs to participate in the Internal Review Process.

We believe that participating in Internal Review increases the skills of all involved, creating an opportunity for education on the scope and depth of the Common Program Requirements, as well as to exchange ideas and identify best practices among programs. Those participating in the review process emerge with renewed appreciation for their colleagues' leadership and vision, as well as a deeper understanding of the challenges and opportunities presented by program requirements specific to diverse specialties. We ask for your cooperation as a GME leader, in participating in the professional development of new colleagues and residents through the Internal Review process.

The GMEOC Subcommittee on Internal Review has completed the 2009-10 Internal Review Schedule, which is attached along with the new reporting templates. Please review the schedule carefully, as you may have been assigned to an internal review team to participate in a program review. The Subcommittee, chaired by Dr. Paul Kranner reengineered the Internal Review process to be more efficient and effective, with the goal of establishing consistent standards for review process and documentation of outcomes. The review team will consist of a "seasoned" GMEOC program director as the Primary reviewer, an additional Program Director as the Secondary Reviewer, a Resident Reviewer and an Administrative Reviewer. The distribution of work among the individual members of the team has been redesigned in a manner that focuses and minimizes the responsibilities of each team member. In addition, new tools have been developed to facilitate the review process and documentation of findings. The goal is to assist the program in preparing for a successful ACGME site visit.

The Chair of your review team has experience with conducting the internal reviews and will be contacting you prior to meetings with the Program Director, Faculty, Manager and Resident(s) directly involved with the program under review.

We hope you will find this process a positive educational experience and appreciate your commitment to education excellence at UWHC.

Sincerely,



Susan Goelzer, MD, MS, CPE  
Senior Medical Director of GME and Chair, GMEOC



Carl J. Getto, M.D.  
Senior Vice President for Medical Affairs