Special Review Checklist

Program: ____________________________________________

Program Responsibilities:

Step 1: Schedule Special Review Committee (SRC) Site Visit:

- Reserve a conference room within SHC for 1.5 to 2.5 hours
- Schedule interviews in the following order:
  - **For programs with 5 or more trainees:**
    a. 30 minutes for Resident/Fellows (all or peer selected, at least 1 from each PGY level)
    b. 30 minutes for Faculty (about 5; at least 1 from each major affiliate site)
    c. 15 min for Program Director
    d. 15 minutes for Department Chairman
    e. 10 min for Committee Wrap-Up
  - **For programs with 5 or less trainees:**
    a. 15 minutes for Resident/Fellows (all or peer selected, at least 1 from each PGY level)
    b. 15 minutes for Faculty (about 5; at least 1 from each major affiliate site)
    c. 15 min for Program Director
    d. 15 minutes for Department Chairman
    e. 10 min for Committee Wrap-Up
- Email itinerary with date/location/names of interviewees to Trey Huynh-Ngo (THuynhngo@stanfordhealthcare.org) in the GME office

Step 2: Upload the following documents to MedHub at least 3 weeks prior to SRC Site Visit

- (DUE DATE ________________________________):
  - **Applies to non-ACGME programs only:**
    - Competency-based overall and rotation-specific goals and objectives by PGY year not if already in MedHub
    - Program curriculum including didactic schedules, instructional methods, outcome measures, and assessment strategies
    - Copies of all evaluation instruments that are **NOT** already in MedHub (Please do not submit completed evaluations! Submit only blank forms)
    - Aggregated performance data (in-service exams, board pass rates, National Match results, and attrition rates)
    - Policies on supervision, duty hours, and recruitment
  - **Applies to ACGME programs only:**
    - Most current completed Program WebADS update
    - Current RRC citations from your last ACGME letter
    - Program-specific policies and procedures concerning duty hours, moonlighting, supervision, recruitment, handovers, and leave of absence if **NOT** already in MedHub (they should be!)
    - Current Program Letters of Agreement (PLas)
    - Aggregated program evaluation data if **NOT** already in MedHub
    - Minutes and action plan from most recent program evaluation meeting if **NOT** already in MedHub
    - Case/Procedure logs if applicable and **NOT** already in MedHub
    - Sample documents offering evidence of resident participation in QI and Safety Projects

*The goal of Stanford's Special Review process is to foster continual improvement in the quality of our training programs. We look forward to working with you this year. Please contact the Dept. of GME if you have any questions or concerns.*
Special Review Checklist

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- Aggregated performance data (in-service exams, board pass rates, National Match results, and attrition rates)

Step 3: Notify Trey Huynh-Ngo (THuynhngo@stanfordhealthcare.org) that the documents have been uploaded to MedHub. If you are a non-ACGME program and do not use MedHub, please send all documents to Trey Huynh-Ngo in PDF format.