Attachment A: Documents Checklist

UMMC Program Reviews

Special Program Review	Focused Program Review	Periodic Program Review
Provided by PD in electronic Format at least 14 days prior to Special Review Date	**Provided by PD in electronic Format at least 14 days prior to Special Review Date**	**Submitted to GME Office in the approved electronic Format upon request and at least 7 days prior to GMEC Report Date**
o Common program information, i.e. ADS program summary o Specialty specific application questionnaire, i.e. (new) program application o All supporting documents previously submitted to RRC o List of Updates and Major Changes o Responses to New Citations, Extended Citations, Areas for Improvement, Concerning Trends from Most Recent ACGME Letter of Notification including steps to address, action plans, measures to assess adequacy of action plans, target date for resolution and follow-up o Specialty/Sub-Specialty Specific Policies o Program Specific Evaluation Tools o Overall Educational Goals o Competency Based Goals & Objectives for Each Assignment at Each Educational Level o For 1-year Programs: List of the Skills & Competencies the trainee will be able to demonstrate at the conclusion of training o APE/PEC minutes o Resident/Fellow ACGME Survey results o Faculty ACGME Survey results o Duty Hours Report o Board Pass Rate o Clinical Experience /Case Logs Reports o Other Documents as specified by the GMEC/GME office related to the reason for the review	o Common program information, i.e. ADS program summary o List of Updates and Major Changes o Responses to Extended Citations, Areas for Improvement, Concerning Trends from Most Recent ACGME Letter of Notification including steps to address, action plans, measures to assess adequacy of action plans, target date for resolution and follow up o APE/PEC Minutes o Resident/Fellow ACGME Survey results o Faculty ACGME Survey results o Other Documents as specified by the GMEC/GME office related to the reason for the review	o Annual Institutional Review Report o Report Template completed by Program Director addressing citations, areas for improvement or concerning trends

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UMMC Program Reviews

New Program Development & New Application
Refer to New Program Timeline
o   Note: Proposed New Program Director and Core/Parent Specialty PD (where applicable) must meet with GMEC Leadership to discuss the rationale for the new program, identify funding; develop the timeline for new program development. The proposal for the new program must be presented and approved at the GMEC prior to implementation of the timeline.   o   common program information i.e. ADS program summary   o   specialty specific application questionnaire, i.e. new program application   o   Block Diagram   o   Didactic Schedule   o   Specialty/Sub-Specialty Specific Policies   o   Program Specific Evaluation Tools   o   Overall Educational Goals   o   Competency Based Goals & Objectives for Each Assignment at Each Educational Level   o   For 1-year Programs List of the Skills & Competencies the trainee will be able to demonstrate at the conclusion of training   o   Note: Application for *New* Program – The New application will not be initiated in ADS until GME and the DIO have reviewed all documents prior to upload. The *new* PD will be notified by email after the DIO has initiated the application in ADS.