



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

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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.