

# Special Review Checklist

Program: \_\_\_\_\_

## Program Responsibilities:

### Step 1: Schedule Special Review Committee (SRC) Zoom Interview: \*

- Identify date and time for special review using Calendly link from Initial Special Review email
- Your special review length is determined by the number of your trainees

#### **For programs with 30 or more trainees:**

- a. 40 minutes for Resident/Fellows (all; or at least 3 peer-selected from each PGY level)
  - b. 40 minutes for Faculty (about 7; at least 1 from each major affiliate site)
  - c. 15 min for Program Coordinator
  - d. 15 min for Program Director
  - e. 15 minutes for Department Chairman
  - f. 10 min for Committee Wrap-Up

#### **For programs with trainees between 5 and 29:**

- a. 30 minutes for Resident/Fellows (1-year program: at least half of trainees; multiple-year program: at least 2 peer-selected from each PGY level)
  - b. 30 minutes for Faculty (about 5; at least 1 from each major affiliate site)
  - c. 15 min for Program Coordinator
  - d. 15 min for Program Director
  - e. 15 minutes for Department Chairman
  - f. 10 min for Committee Wrap-Up

#### **For programs with 4 or less trainees:**

- a. 20 minutes for Resident/Fellows (all)
- b. 20 minutes for Faculty (about 5; at least 1 from each major affiliate site)
- c. 15 minutes for Program Coordinator
- d. 15 min for Program Director
- e. 15 minutes for Department Chairman
- f. 10 min for Committee Wrap-Up

- Email completed **Special Review Agenda** with names of interviewees to GME Project Coordinator Rose Marie Frey [RoseMarieFrey@stanfordhealthcare.org](mailto:RoseMarieFrey@stanfordhealthcare.org) **at least 1 week prior** to Special Review Date.
- Rose Marie will provide Zoom link to Program Coordinator once date and time is determined by the program. Program Coordinator will share Zoom link with program participants afterwards:

**Step 2: GME Project Coordinator Rose Marie Frey [RoseMarieFrey@stanfordhealthcare.org](mailto:RoseMarieFrey@stanfordhealthcare.org) will create Google Drive link and share with program and with Special Review Committee. Program Coordinator will upload the following documents to Google Drive at least 1 week prior to Special Review Date:**

**Applies to non-ACGME programs only:**

- Competency-based overall and rotation-specific goals and objectives by PGY year
- Program curriculum including didactic schedules, instructional methods, outcome measures, and assessment strategies
- Copies of all evaluation instruments (**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
- Case/Procedure logs if applicable
- Most recent ACGME resident/fellow survey, ACGME faculty survey, GME housestaff survey, and reports of program evaluations by resident/fellow and faculty
- Program curriculum including didactic schedules, instructional methods, outcome measures, and assessment strategies
- Minutes and action plan from most recent program evaluation meeting
- Aggregated performance data (in-service exams, board pass rates, National Match results, and attrition rates)
- Sample documents offering evidence of resident participation in QI and Safety Projects
- Copies of all evaluation instruments (**Please do not submit completed evaluations! Submit only blank forms**)
- Program-specific policies and procedures concerning duty hours, moonlighting, supervision, recruitment, handovers, and leave of absence
- Current Program Letters of Agreement (PLAs)
- Aggregated program evaluation data
- Competency-based overall and rotation-specific goals and objectives by PGY year

- Step 3: Notify GME Project Coordinator Rose Marie Frey [RoseMarieFrey@stanfordhealthcare.org](mailto:RoseMarieFrey@stanfordhealthcare.org) that the documents have been uploaded to Google Drive at least 1 week prior to the Special Review Date.**

*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.*