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| **I n t e r n a l R e v i e w A g e n d a • 2 0 1 3** |
| **program** |  |
| **date** |  |
| **time** |  |
| **location** |  |
|  |  |
| **chair** |  |
| **faculty rep** |  |
| **resident rep** |  |
|  |  |
| **TIME** | **MEETING** (include Name(s) and title(s) of participants) |
| **30 min** | **FIRST** | **document review** * **MUST** bescheduled first
* Includes: goals and objectives, minutes of Residency Program Committee, resident files, curriculum
 |
| **60 min** | **SECOND** | **program director** * **Must** be scheduled as second meeting immediately after document review
 |
| **15 min** | **Sequence interchangeable** | **break (am)*** Include 15 min
 |
| **30 min** | **department / clinical chair /division chair** *(as appropriate)* |
| **60 min** | **resident(s) – per group of 20 residents** * All residents are to be included
* Off-site residents unable to attend in person should be linked via conferencing (tele- or video-)
* For larger programs, more than one resident meeting may be required; when applicable, can be arranged by grouping PG year / juniors & seniors
 |
| **60 min** | **faculty / teaching staff*** Only required when faculty have special input into program and not involved with Residency Program Committee; primarily the case in larger programs
* When all teaching faculty also sit on Residency Program Committee, a separate faculty / teaching staff meeting is not required; often the case in smaller programs
 |
| **30 - 45 min** | **Include when applicable** | **lunch – provided by program, is required when schedule ends after 13:00** |
| **15 min** | **break (pm)** * Include 15 min
 |
| **60 min** |  | **residency program committee*** Resident representative(s) on the Residency Program Committee attend this meeting
* Program director will be invited to attend first half of this meeting
* When faculty are also members of Residency Program Committee, it is not necessary for them to attend the meeting with faculty / teaching staff
 |
| **30 min** | **last** | **exit meeting with program director** |