|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |