

ACGME Document Review

Program: _____

Date of Review: _____

*indicates suggested binders to keep files in for Site Review

*RESIDENT APPOINTMENTS

House Officer portfolios needed on each resident/fellow:

Application/CV/Contract

- ___ Completed application to program
- ___ Up-to-date CV
- ___ LSU Agreement of Appointment (fully executed copy for each year of training)

New Hire Paperwork

- ___ Copy of Fully Executed LSU Paperwork
- ___ Copy of Facility Appointment Packets

Licensure

- ___ Copy of LSBME License
- ___ Copy of ACLS/ATLS/BLS/PALS cards

Evaluations

- ___ Faculty Evaluation of resident, at each rotation or assignment
- ___ Evaluations showing use of multiple evaluators (faculty, peers, patients, self, other staff)
- ___ Mid-Year Evaluation
- ___ End-of-Year Evaluation
- ___ Self Evaluation
- ___ Final/Summative Evaluation

Research

- ___ Abstracts
- ___ Poster Presentations
- ___ Oral Presentations
- ___ Publications

Procedure Logs

- ___ Report of procedures logged in New Innovations or ACGME

Work Hours

- ___ Work Hour Compliance Report

Rotation Schedule

- ___ Rotation Schedule - 1 per year of training

Letters

- ___ Verifications
- ___ Loan
- ___ LSBME Program Director Letter
- ___ Other Pertinent Communications
- ___ Malpractice Information

Exam Scores

- ___ USMLE Step Scores

___ In-Training Exams

Files of Transferred Residents (If Applicable)

___ Files including previous experiences, competency-based evaluations

___ Files of house officers who have transferred to other programs

Files of Graduated/Exit Residents

___ Program Exit Packet

___ Include all items from House Officer Portfolios

***EDUCATIONAL PROGRAM**

___ Overall educational program goals

___ A sample of competency-based goals and objectives

___ Didactic and conference schedules, including sign-in sheets and presentations if available

***EVALUATIONS**

___ Evaluations of Rotations by Residents/Fellows (1 binder)

___ Program Evaluations (1 binder) - End of Year, split resident and faculty responses

___ Evaluations of Faculty (1 binder)

***POLICIES**

___ Current Program Letters of Agreement

The following are on file with GME (will be populated prior to Document Review meeting)

Expiration:

___ House Officer Manual

___ ACGME Program Specific Requirements

___ Eligibility, Selection and Appointment Process

___ Program policies and procedures for residents/fellows work hours and work environment

___ Vacation and Leave of Absence; Time Away

May want to include how to schedule vacation or request time off and sick call process

___ Clinical Competency Committee (CCC) Description and Meeting Minutes

___ PEC/APE Program Evaluation Committee

___ Evaluation and Promotion Process

___ Dismissal Process

___ Patient Safety and Quality Improvement

___ Supervision and Accountability

___ Professionalism

___ Well-being

___ Fatigue Mitigation/Management

___ Clinical Responsibilities, Teamwork and Transitions of Care

___ Clinical Experience and Education (duty hours + moonlighting)

___ Resident transfers

___ Due Process

___ Grievance

___ Required procedure list (if applicable) and the "credentialing" process

***QUALITY IMPROVEMENT/SCHOLARLY ACTIVITY**

- _____ Sample QI Project Documentation offering evidence of resident/fellow participation
< QI Projects on File will be populated prior to Document Review meeting >
- _____ Scholarly Activity for Residents and Faculty (can be resident-specific binders)
- _____ Program WellBeing initiatives

***FACULTY**

- _____ Updated CV for each faculty member
- _____ Scholarly Activity for each faculty
- _____ Faculty meeting minutes
- _____ Faculty development policy, if applicable

***ANNUAL PROGRAM EVALUATION (APE) BINDER**

