

**Tulane University, School of Medicine  
Institutional Graduate Medical Education Advisory Committee  
Protocol for Internal Reviews**

GMEC appoints a site visiting subcommittee from its ranks. This subcommittee is composed of the Chair of GMEC, or his designate, the Institutional Director of GME, an GMEC Program Director, and two residents at least one being an GMEC representative from the Housestaff Association. The site visiting subcommittee reviews materials which include previous RRC essentials; ACGME-RRC letters; previous internal reviews; all significant recent inter-institutional communications regarding the program under review; the summary of pertinent quarterly Office of GME program evaluation results; ACGME letters of accreditation and citations; departmental progress reports and responses to ACGME; and a copy of the GMEC program questionnaire provided by the program director.

An appointment is made in advance with the program director and program coordinator whose program will be site-visited. The subcommittee reviews on the site of the residency program administrative offices and meets with residents and faculty. The subcommittee then submits its report to the larger GMEC.

This document, along with RRC requirements, previous RRC letters, internal reviews, the self-study document, and any other relevant materials are mailed to all GMEC members along with the agenda of the next GMEC meeting.

The Program Director, selected faculty, and residents in training are invited to the formal GMEC review, and are interviewed separately at that time by all GMEC members present.

After all invited departmental representatives are interviewed, they are asked to leave the meeting. At that point GMEC members develop a consensus evaluation and critique of the program under review.

The critique and recommendations are then sent to the Program's director and chair in writing with requests for corrective action where indicated.

The written review and critique is also submitted to the Dean and a copy is kept in the permanent file in the Office of Graduate Medical Education. Depending on the nature of the citations, the Associate Dean might also meet with the Medical Director and/or CEO of the relevant participating institution. Additional site visits might be conducted by the GMEC subcommittee when indicated.