

Communicating with the Residency Review Committee (RRC)

Neal H. Cohen, MD, RRC Chair

Patricia M. Surdyk, PhD, RRC Executive Director

Billy Hart, RRC Senior Accreditation Administrator

AACPD

New Core Program Director Session

*Society of Academic Anesthesia Associations
2010 Annual Meeting
Friday, November 5, 2010*



Session Overview

- Introductions, Overview
- How the RRC and ACGME Communicate with You
- How You Can Most Effectively Communicate with the RRC

RRC Membership

- 10 voting members
 - ABA – 3 members
 - ASA – 3 members
 - AMA – 3 members
 - 1 resident member
- 1 ex officio member (ABA)
- Leadership
 - Neal H. Cohen, MD, Chair
 - James P. Rathmell, MD, Vice-Chair

RRC for Anesthesiology



RRC Membership

- J. Jeffrey Andrews, MD—ABA Ex-Officio
- Neal H. Cohen, MD—ASA **RRC Chair**
- Douglas Baird Coursin, MD—ABA
- Deborah J. Culley, MD—ABA
- Brenda Fahy, MD—ABA
- Jeffrey R. Kirsch, MD—AMA
- Linda Jo Mason, MD—ASA
- Rita M. Patel, MD—AMA
- Matthew Patterson, MD—Resident Member
- James P. Rathmell, MD—ASA **RRC Vice-Chair**
- Margaret Wood, MD—AMA

RRC for Anesthesiology



ACGME RRC Staff

- Patricia M. Surdyk, PhD
Executive Director
- Mary Joyce Johnston, MJ
Associate Executive Director
- Billy Hart
Senior Accreditation Administrator
- Anne Down
Accreditation Assistant

How the RRC Communicates with Program Directors

- Notification Letters (following review)
- Website
- Weekly e-Communication
- Semi-Annual RRC Newsletter
- National Meetings
- Upon Request



Anesthesiology Menu

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- ▶ Review Committees
- ▶ Resident Duty Hours
- ▶ Resident Services
- ▶ Review & Comment
- ▶ Search Programs & Sponsors
- ▶ Site Visit & Field Staff

<p>Staff & RC Member Listing:</p>	<ul style="list-style-type: none"> ▶ Find Staff Contacts by Subject (MS Word) ▶ RRC Members
<p>Program Requirements:</p>	<ul style="list-style-type: none"> ▶ Program Requirements ▶ Institutional Requirements (PDF)
<p>Common & Institutional Requirements: <i>Requirements for use by all RRCs</i></p>	<ul style="list-style-type: none"> ▶ Common Program Requirements (PDF) ▶ Program Director Guide to the Common Program Requirements
<p>Program Information Forms: <i>Program specific forms and documentation</i></p>	<ul style="list-style-type: none"> ▶ Program Information Forms (PIFs)
<p>Program Resources:</p>	<ul style="list-style-type: none"> ▶ Notable Practices Common Guidelines <ul style="list-style-type: none"> ▶ Key to Standard Notification Letter (DOC) ▶ How to Apply for Accreditation ▶ Program Directors' "Virtual Handbook" ▶ Proposals for Experimentation and Innovation ▶ Appointment Process for ACGME Review Committee Members (PDF) ▶ Appointment Process for ACGME Review Committee Members (PDF) ▶ Competency -based Resident Education ▶ Clarification about Resident Transfers (PDF) Specialty-specific Guidelines <ul style="list-style-type: none"> ▶ Resident Complement

<p>Program Resources: <i>Information and tools to help you with residency review committees</i></p>	<p>Specialty-specific Guidelines</p> <ul style="list-style-type: none"> ▶ Resident Complement ▶ Links ▶ Responsibilities of the Program Directors (PDF) ▶ Request to Add a CBY (PDF) ▶ Longitudinal Care Experience (PDF) ▶ Resident Experience in the Post-Anesthesia Care Unit (PDF) ▶ PIF Errors ▶ Common Citations by Specialty (PDF) ▶ New Case Log System for Anesthesiology (PDF) <p>Subspecialty Guidelines</p> <ul style="list-style-type: none"> ▶ Examples of Institutional Agreements to address governance of Educational Resources (MS Word) ▶ Proposed Log for Cardiothoracic Anesthesiology (PDF) ▶ Pediatric Case Log Form (PDF) ▶ Pediatric Anesthesiology Case Log Memo for Program Directors (PDF)
<p>Updates from the RRC:</p>	<ul style="list-style-type: none"> ▶ Newsletter ▶ RRC Presentations ▶ Use of Simulation in Anesthesiology Education Survey <p>RRC Submission Deadlines Meeting: April 29 - 30, 2010 Agenda Closing: March 4, 2010</p> <p>Meeting: October 7 - 8, 2010 Agenda Closing: August 16, 2010</p> <p>Meeting: April 28 - 29, 2011 Agenda Closing: February 17, 2011</p> <p>Meeting: October 27 - 28, 2011 Agenda Closing: August 18, 2011</p>
<p>Site Visit: <i>Resources for the site visit</i></p>	<ul style="list-style-type: none"> ▶ Accreditation Process (PDF) ▶ Department of Field Activities Staff ▶ Electronic Evaluation Systems ▶ Evaluation - Site Visit ▶ Field Staff ▶ FAQ - New Programs (PDF) ▶ FAQ - Site Visit
<p>FAQ: <i>Frequently Asked Questions</i></p>	<ul style="list-style-type: none"> ▶ Duty Hour FAQ (PDF) ▶ ACGME FAQ on master affiliation agreements and program letters of agreements (PDF)

How Program Directors Communicate with the RRC

- Requests that Need to be Approved
- Changes that Need to be Reported
- Required Updates
- Interim Reports
- Information Available to the RRC
- Unsolicited Submissions
- Calls for Advice

Requests Requiring Approval

- **Formal RRC Review** (Completed during RRC meetings)
 - Permanent increase in complement (through ADS)
 - Addition of clinical base year
 - Approval for international rotations
 - Proposals for innovation
- **Executive Committee** (Ad Hoc)
 - Temporary increases in complement (through ADS)

Changes that Need to be Reported

- **Changes in Participating Sites**
 - *PR I.B.2. The program director must submit any additions or deletions of participating sites routinely providing an educational experience, required for all residents, of one month full time equivalent (FTE) or more through the Accreditation Council for Graduate Medical Education (ACGME) Accreditation Data System (ADS).*
- **Change in Program Director**
 - *PR II.A.1.b. Frequent changes in leadership or long periods of temporary leadership may adversely affect an educational program and may present serious cause for concern. The Review Committee may initiate an inspection of the program in conjunction with this change when it deems it necessary to ensure continuing quality.*

Required Updates

- Annual Update (ADS)
 - Beginning of academic year (New Residents)
- e-PIF (ADS)
 - Continuous; finalized prior to site visit
- Resident Survey
 - 30-Day window after announcement
- Resident Case Logs
 - Continuous; finalized after graduation

Interim Reports

- Requested Progress Reports
 - Submit by due date
 - Address only indicated citations
- Duty Hour Reports
- “The RRC will review what is available...”
 - (usually case logs; Resident Survey)

Information Available to the RRC

- Anytime
 - Resident Survey Data
 - Case Log Reports (but not yet)
 - Reported changes (Sites, PD)
- During Full Review
 - All of the above, plus:
 - Program History
 - Finalized e-PIF
 - Site Visitor's Report

Unsolicited Submissions

- **Un**requested progress reports
- Complaints

Calls for Advice

- Program Requirement interpretations
- PIF questions
- Case Log instructions
- ADS instructions
- Anything else!

Communicating with the RRC

- Communication is critical to success
 - Utilize resources within your organization (Chair, DIO, Other PDs)
 - Get to know the RRC Staff
- ***Dialog*** with individual RRC members is encouraged, but exercise caution
 - RRC members cannot make decisions on behalf of the committee, ACGME

Conclusion

Competency Requirement: Interpersonal and Communication Skills

“The RRC shall demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with program directors, their coordinators, and their residents.”