

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

Core Program Director Session

*Society of Academic Anesthesia Associations
2011 Annual Meeting*



Session Overview

- Overview of the RRC, ACGME Staff
- 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

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

RRC for Anesthesiology



ACGME RRC Staff (Current)

- Patricia M. Surdyk, PhD
Executive Director
- Billy Hart
Accreditation Administrator
- Anne Down
Accreditation Assistant

ACGME RRC Staff (as of 1/1/2012)

- Lorraine Lewis, EdD, RD
Executive Director
- Billy Hart
Accreditation Administrator
- Kelly Carpe
Accreditation Assistant

How RRC Communicates with PDs

- Notification of Committee Decisions
 - Preliminary Electronic Communication
 - Formal Letters of Notification
- ACGME/RRC Updates
 - Website
 - FAQs
 - Weekly e-Communication
 - RRC Newsletter
- National Meetings



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Anesthesiology Menu

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Staff & RC Member Listing:	▶ Find Staff Contacts by Subject (MS Word)
	▶ RRC Members
Program Requirements:	▶ Program Requirements
	▶ Institutional Requirements (PDF)
Common & Institutional Requirements:	▶ Common Program Requirements (PDF)
<i>as for use by all RRCs</i>	▶ Program Director Guide to the Common Program Requirements
Information Forms:	
<i>Program specific forms and documentation</i>	▶ Program Information Forms (PIFs)

- All RC Notable Practices
- Allergy & Immunology
- Anesthesiology
- Colon & Rectal Surgery
- Dermatology
- Emergency Medicine
- Family Medicine
- Medical Genetics
- Internal Medicine

When PDs Must Communicate with RRC

- Program Changes
 - Requests that Require Approval
 - Changes that Require Reporting
- Required Updates
- Interim Reports
- Calls for Advice

Requests that Require Approval

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

Changes that Require Reporting

- Change 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 Chair

*PR II.A.1.a) When the program director is not the department chair, the department chair must be an **anesthesiologist** who also meets the qualification criteria ...*

[...for program director, i.e., documented educational and administrative experience; current ABA certification; current medical licensure and medical staff appointment; leadership, organizational and administrative qualifications, and the ability to function effectively within an institutional governance; and significant academic achievements in anesthesiology.]

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—only when requested—by due date
 - Address only indicated citations
- “The RRC will review what is available...”
 - (usually Resident Survey)

Information Available to the RRC

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

Calls for Advice

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

Communicating with the RRC

- Communication is critical to success
 - Get to know the RRC Staff
 - In addition, utilize resources within and outside your organization (Chair, DIO, Other PDs)
- Dialog with individual RRC members is not discouraged, but exercise caution!
 - RRC members cannot make decisions on behalf of the RRC or the 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.”