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| **Institutional Requirements Effective July 1, 2018** |
| Item | Notes | Status |
| * Determine best way to obtain summary patient safety information
* Determine monitoring process to ensure information is being presented to residents
 |  |  |
| * Review current performance indicators.
* Are they effective?
* What can be updated?
* Do you use them?
 |  |  |
| * Determine best way to monitor patient hand-over process
 |  |  |
| * Explore what you currently have/do with unprofessionalism.
* Do you have a process for reporting, investigating, monitoring and addressing?
* Do your programs and residents know the process?
 |  |  |
| * Explore what you currently have/do with education on burnout, depression & substance abuse.
* What can you change? Add?
* Approve a self-screening tool and ensure residents have access.
 |  |  |
| * Ensure meeting all GMEC responsibilities.
* Are you reviewing your AIR action plan?
 |  |  |

ACGME Check-up Webinar (April 2018)

To-Do List: Use this list as a guide to tackle updates and changes with ACGME accreditation. For best results, customize to fit your own institutional and program needs, add and delete tables/items and follow through on your notes.

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| **Specialty Program Requirements** |
| Item | Notes | Status |
| * Download latest specialty requirements
 |  |  |
| * List updates (if applicable)
* Are there any changes to be made to meet any new requirements?
* What assistance will you need from the sponsoring institution?
 |  |  |
| * Ensure PEC is meeting all responsibilities.
* Are you reviewing your action plan?
 |  |  |

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| **CPR Section VI; effective July 1, 2017** |
| Item | Notes | Status |
| * Are your policies updated?
 |  |  |
| * Are your policies operationalized to your program?
 |  |  |
| * What have you done to move forward with new concepts/training expectations?
 |  |  |
| * What CLER initiatives is your institution doing to assist with new requirements?
* What institutional resources are available?
 |  |  |

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| **Proposed CPR Sections I-V; effective July 1, 2019** |
| Item | Notes | Status |
| * Read proposed requirements
 |  |  |
| * Read background and intent
 |  |  |
| * List proposed changes that could have significant impact (ie. educational, financial) and how you would address them
 |  |  |

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| **Self-Study** |
| Item | Notes | Status |
| * Use parts of the self-study to evaluate your program.
 |  |  |
| * Review your self-study action plan regularly
 |  |  |

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| **CLER** |
| Item | Notes | Status |
| * Read CLER Pathways 1.1
 |  |  |
| * Read issue briefs
 |  |  |
| * Read CLER data report (s). Bring to GMEC.
 |  |  |
| * Discuss early findings from protocol 3.0 at GMEC
 |  |  |

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| **10 Year Accreditation Site Visit** |
| Item | Notes | Status |
| * Keep ADS data up to date
 |  |  |
| * Share survey data with residents and faculty
 |  |  |
| * Clean up outstanding evaluations.
 |  |  |
| * Review goals and objectives; incorporate Milestones when appropriate
 |  |  |
| * What types of documentation do you have for your program?
 |  |  |
| * Identify missing data or holes in documentation
 |  |  |
| * Review policies. Do you have them all? Are they current?
 |  |  |
| * Update self-study documents.
 |  |  |

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| **Milestones 2.0** |
| Item | Notes | Status |
| * Read and distribute guidebooks
 |  |  |
| * Review national milestone reports with CCC and PEC
 |  |  |

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| **SI 2025** |
| Item | Notes | Status |
| * Read report
 |  |  |
| * Share with GMEC; use to spur global discussion
 |  |  |

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| **Single Accreditation System** |
| Item | Notes | Status |
| * Determine if you will apply for osteopathic recognition
 |  |  |
| * Look for possible collaborations and resource sharing with your new colleagues
 |  |  |