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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 |  |  |