Internal Review Policy

Training institutions are required to conduct internal reviews of approved programs to assess the learning environment, program quality and achievement of training standard requirements.


Highlights

- Internal reviews must be conducted at approximately the midpoint between AOA program on-site reviews. For example, if the program has a five year approval, the internal review will occur at the 30 month mark.

- Dually approved programs (AOA and ACGME approved) can do a simultaneous internal review if conducted within 12 months of the required AOA date.

- The internal review shall not be examined during AOA program review, but the internal review shall be recorded in the MEC minutes.

- The Medical Education Committee (MEC) is responsible for the development, implementation and oversight of the internal review process. The review must follow a written protocol approved by the MEC that incorporates, at a minimum, the requirements in the AOA Basic Documents for Postdoctoral Training.

- The MEC must designate an internal review committee to review the program. The committee must include faculty, trainees from programs within the institution (training and/or affiliate) but from programs other than the one under review, a representative of the OPTI academic sponsor and other reviewers as determined by the MEC. For single program institutions, faculty and trainee participation may come from an affiliated program or OPTI partner.

- The written report of each internal review must be presented to, and reviewed by, the MEC and OPTI.

- An internal review is not required during the new program approval period.