

(Date)

MEMORANDUM FOR (Rank) (Name), MC

FROM: SAUSHEC Program Manager

SUBJECT: Internal Review Process Instructions

1. You are hereby appointed to serve as the Chair of a committee to conduct an internal review of the (program name). This process of peer review is a critical GME function designed to assess the effectiveness of programs between RRC site visits. Your committee is comprised of the following members:

Program	Name
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Chairman:

Faculty:

Resident/ Fellow:

Administrator:

Advisor:	SAUSHEC	Mr. Richard Boggs
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2. It is vital that the committee accomplish all parts of the review in order to assure that each program receives similar evaluation and assistance. To assist in the process, internal review protocol information and forms are located on the SAUSHEC web site.
3. As the Chair, you should first coordinate the date(s) of the review with the Program Director and your committee members. The sequence in which this is accomplished is left to your discretion, but plan to complete the review within a five-day period. It should not be necessary to spend an entire day on the review at any point.
4. You may assign different portions of the review to specific committee members. It is not necessary for each member to be involved in every step. However, the full committee should meet at least once to agree on the content of the report to be presented to the GMEC. Confidentiality should be strictly maintained during all committee proceedings.
5. Submit a report summary to the Dean by dd mmm in preparation for the next GMEC. You will present the committee's final report to the GMEC for discussion and approval. All review committee members are invited to attend.
6. Please contact me via phone WHMC 292-2507 or BAMC 916-9287, or via email at [Richard.boggs@amedd.army.mil](mailto:Richard.boggs@amedd.army.mil) if you have any questions or need assistance.