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The Internal Review Committee (IRC) is a subcommittee of *the Programs Administration Committee* and its duty is to provide a documented evaluation of each of Residency Programs in order to identify each program strength and weakness so as to advance the residency training.

Composition of the Internal Review Committee (IRC)

1. The Chair of the IRC shall be appointed from its membership and serve a 3-year term (renewable)
2. Program Directors (2-3)
3. *Teaching faculty (Should have the knowledge and skills of Royal college Standards)
4. Expertise in postgraduate research programs & bioethics
5. Two residents which are annually appointed

**At least one representative from Internal Medicine, Surgery, Pediatrics, and Obs & Gyn must be included and each of these members shall serve a term of 3 years (renewable). In addition Membership of this committee is by invitation from the Vice Dean for Higher Studies & Scientific Research.*

Meetings

- The committee will hold a meeting once a year or as requested by the chairman of the committee
- First week of May of each academic year, site: Faculty Meeting Room at KFHU, Alkhobar

Documentation

- Agenda & any relevant documentation will be pre-circulated to IRC members, prior to each meeting at least one month before the scheduled meeting
- Minutes of the meeting will be taken by a committee member appointed by the committee and the signed original will be kept by the office of Vice Dean for Higher Studies & Scientific Research
- Minutes will be distributed to all committee members
- Copy of the minutes may be sent to the Dean's office



Accountability

- The committee will report to the **Programs Administration Committee**.

Purpose

1. Provide a detailed program evaluation for each residency programs so as to assess the program to build on its strength and remedy its weaknesses.
2. Provide informative feedback to program committee and follow-up the implementation of recommendations of the reviews
3. Give advice to the Chairman of **Programs Administration Committee**, on matters related to accreditation and quality of education
4. IRC may recommend potential ways for remedying issues in the program that arise from the program review
5. Develop and maintain a process whereby activity reports, trends and innovative education practices are identified, highlighted and reported to the **Programs Administration Committee**

Process

1. The IRC will review all information related to the program including accreditation status, pre-survey documents and any other relevant information.
2. *Set a schedule for on sit visit and appoint reviewers (2 internal reviewers + 1 external reviewer)
3. Copies of the reviewer's report visit will be circulated to all members of the IRC
4. In the scheduled meeting The reviewers will present a brief (5-10 minute) summary of the program which focuses on weaknesses that should be addressed
5. The Chair will then initiate a discussion
6. The IRC will make recommendations to help the program build on strengths and address weaknesses.
6. Submit the committee report to **Programs Administration Committee** for further action
7. Recommend further review or follow up if required. The IRC activities will be summarized and presented at the regular **Programs Administration Committee** meeting
8. **The Programs Administration Committee** will monitor the situation and may, if it is deemed necessary, require a reassessment of the accreditation status of the program.

**All Program Directors and former Program Directors are expected to participate in one internal review as chair and one as non-chair during a 5-year site survey cycle*



Internal Review Survey Team

The composition of the internal review team is as follows;

1. Chair (A Program Director , Former Program Director)
2. Member of teaching staff
3. External Reviewer
4. One resident member

None of these should be members of the program being reviewed. The survey team should be provided with the following:

1. Pre-survey documents, questionnaire prepared by the Program Director and Residency Training Committee using the Royal College format
2. Specific Standards of Accreditation, Specialty Training Requirements, and a copy of the report of the last on-site survey report
3. Scheduled times for interview of Program Director and the Department Chair; the Residency Training Committee; some of the teaching faculty and as many as possible (preferably all) of the residents

A report should then be prepared by the Chairman of the committee (Formalized template) , which summarizes the finding of the visit. The report must be reviewed by the other team members and then submitted to the Vice Dean's office within 2 weeks of the review. This report will be sent to the program via the ***Programs Administration Committee*** to allow for comments on errors of fact and then will be reviewed by the Internal Review Committee (IRC).

Approval Authority: Programs Administration Committee

Date of Approval - April 6, 2017
Imam Abdulrahman Bin Faisal University