

TABLE OF CONTENTS

Note from the Editors	vii
Contributing Authors.	ix

SECTION I

Program Administration

Understanding, Navigating, and Leveraging American Medicine	3
Job Description of the Internal Medicine Residency Program Director.	11
Job Description of the Internal Medicine Residency Program Administrator	18
The Program Director as Manager	22
The Residency Training Cycle: Advice for a Successful Year	29
Residency Program Directors and Clerkship Directors: Coordination and Integration.	34
Residency and Fellowship Program Directors: Coordination and Integration.	37
Hospitalists: An Institutional Perspective.	42
A Primer on Chief Residency in Internal Medicine.	46

SECTION II

Program Accreditation

The Residency Accreditation Process.	53
Subspecialty Fellowship Program Accreditation	59
Writing a Curriculum.	65
Keeping Pace with the ACGME Outcome Project: Building a Competency-Based Curriculum.	70

SECTION III

Program Financing

GME Financing in the Era of Residency Reform, Innovation, and Quality Improvement	77
Creating a Departmental Budget for Education	82
Recognizing and Reimbursing Faculty Teaching of Medical Students, Residents, and Fellows.	87

SECTION IV

Evaluation of Physicians-in-Training

Feedback in Residency Training	93
Evaluating Clinical Competence in Residents and Fellows	97
A Systematic Approach to Residents with Problems	105
Legal Issues Regarding Problem Residents.	113
Teaching Residents with Learning Disabilities and Learning Difficulties.	118
The Clinical Competence Committee.	122
The Resident File	124
Structured Learning Portfolios in Residency	129
Procedural Credentialing and Tracking.	134
Determining the Validity and Reliability of Clinical Assessment Scores	139
The Internal Medicine In-Training Examination.	147

SECTION V

Program Policies

Long-Term Disability Insurance for Residents and Fellows.	155
Sexual Harassment	157
Away From Home: Off-Site Electives.	160
Leave Policies	163
Medical Professionalism: A Primer for Programmatic Professionalism Implementation	166

SECTION VI

Recruitment and Retention

An Insider's Guide to ERAS	173
Participating in the National Resident Matching Program	177
Candidate Selection and Appointment Issues	184
International Medical Graduates.	188
Acculturation of IMG Residents.	191
Spanning the Cultural Divide: Case Studies.	197
An Overview of Osteopathic Medical Education and Internal Medicine	202

SECTION VII

Ambulatory Education

Financing Ambulatory Graduate Medical Education	209
Overcoming Institutional Barriers to Continuity Clinic Redesign	214
Teaching in Ambulatory Care.	219

SECTION VIII

Resources for Residents

Facilitating Resident Scholarly Activity.	229
Mentoring Women and Minorities throughout Residency and Beyond	236
Mentoring Residents Through the Subspecialty Application Process.	242
Beyond Stress: Four-Step Approach to Mental Health Crises During Residency	247
Identifying the Resident at Risk for Sleep Deprivation	253
Combined Internal Medicine Residency Programs	257
Web Resources	263

SECTION IX

Public Policy

Understanding the Federal Budgetary Process.	269
Federal Agencies and Advisory Committees	272
Advocacy: A Program Director's Role in Public Policy	277

SECTION X

Appendices

Appendix I-XXI	285
--------------------------	-----

Glossary	325
Index	333