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**National Institute for Health Specialties**

**Rubrics for Neurology Residency Program**

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| **GENERAL INFORMATION** |
| **1 Institution Information** |
| Institution: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Date: | Click or tap here to enter text. |
| **Requirements**  | **Status** | **Evidence** **if applicable**  | **Comments** |
| **Met** | **P. Met** | **Not Met** |
| **INSTITUTION** |
| 1. The program is sponsored by a National Institute for Health Specialties accredited sponsoring institution.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A valid program letter of agreement (PLA) exists with each participating site.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program has a mechanism to monitor the clinical learning and working environment at each participating site.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT FOR INSTITUTION SECTION:** | Click or tap here to enter text. |
| **PROGRAM PERSONNEL AND RESOURCES**  |
| **Program Director** |
| 1. The program director has an active consultant license.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program director has qualification(s) or competency in medical education.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program director has at least 3-years’ experience in residency training/management.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The sponsoring institution provides the program director with adequate protected time for program administration (0.5 Full-Time Equivalent).
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program director actively participates in the Graduate Medical Education Committee.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Associate Program Director** |
| * + 1. The program has appointed (an) associate program director(s).
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The associate program director actively participates in program administration and educational activities.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The sponsoring institution provides the associate program director with adequate protected time for program administration (0.3 Full-Time Equivalent).
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Faculty**  |
| * + 1. Physician faculty hold a specialist or a consultant license in their specialty/subspecialty.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The program director has designated core faculty members who have a significant role in resident education and supervision.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The sponsoring institution provides core faculty members with adequate protected time for resident education (0.2 Full-Time Equivalent).
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The ratio of all faculty to residents is a minimum of 1:1.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Faculty members regularly participate in organized educational and teaching activities.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Faculty members regularly attend faculty development activities.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Faculty are evaluated at least annually by the program director.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Program Coordinator** |
| * + 1. The program has a dedicated program coordinator.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The sponsoring institution provides the program coordinator with adequate time and support to perform the administrative duties of the program.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Resources**  |
| 1. The following clinical services are available in the sponsoring institution or the participating site(s).
 |  |
| * + - 1. Interventional Neuroradiology
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. MRI and MRA
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. CT, CTA, CT perfusion
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. EEG inpatient and outpatient
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Video-EEG Monitoring
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Nerve Conduction studies, Electromyography, and evoked potentials
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Epilepsy Monitoring Unit
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Physiotherapy
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Speech Language Pathology
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Occupational Therapy
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Rehabilitation medicine
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Pain Management
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Psychiatric services
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Imaging studies including ultrasound, fluoroscopy, computed tomography, magnetic resonance imaging, and radionuclide scans.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Neurology inpatient service
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Neurosurgery service
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Non-invasive and invasive cardiac studies
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Emergency room
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + - 1. Intensive Care Unit
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The patient population served is diverse with a variety of clinical problems.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Allied healthcare services are available (including social workers, case managers, dieticians)
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Consultation from other clinical services is available in a timely manner.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Adequate clinical and teaching space is available including meeting rooms, classrooms, examination rooms, computers, visual and other educational aids, and office space for educational staff.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program has a mechanism to monitor the number of other learners (including medical students, interns, residents from other programs), to ensure it does not interfere with the program’s residents’ learning experience.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF PERSONNEL AND RESOURCES SECTION:** | Click or tap here to enter text. |
| **RESIDENT APPOINTMENT** |
| 1. Eligibility and selection of residents as per NIHS criteria
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Program orientation process for new residents available including but not limited to policies, work structure, curriculum, wellbeing, physician impairment, fatigue and sleep deprivation, etc.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF RESIDENT APPOINTMENT:** | Click or tap here to enter text. |
| **EDUCATIONAL PROGRAM** |
| **Curriculum** |
| 1. The program has written competency-based goals and objectives for each rotation.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The goals and objectives are available for all residents and faculty members.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Didactic activities take place regularly.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The following didactic-sessions take place at least monthly.
 |  |
| * 1. Grand rounds.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Case-based discussions.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Multidisciplinary meetings/conferences.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Morbidity and mortality meetings/rounds.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Subspecialty-specific Lectures and workshop.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Residents are provided with protected time to attend didactic activities.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Clinical Experiences** |
| 1. Residents’ clinical experience includes the following rotations:
 |  |
| * 1. First year internal medicine exposure including:
 |
| a-Six month of IM with primary responsibility | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| b-One month ICU with primary responsibility | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| c-One month ER with primary responsibility | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| d-Four months elective in Medicine | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. At least 24 months of full-time experience in clinical adult neurology.
 |
| 1. At least 8 months of inpatient adult neurology
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. At least 8 months of outpatient clinical adult neurology
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. At least four months of elective time
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. At least three full time equivalent months in clinical child neurology with management responsibility under the supervision of a Consultant Child neurologist with appropriate certification
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. At least three months of Nerve Conduction studies and Electromyography under the supervision of Consultant Neurologist who is fellowship trained in Neurophysiology/Neuromuscular
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. A minimum of two months in epilepsy monitoring unit with primary responsibility under the supervision of consultant neurologist who is fellowship trained in epilepsy
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. At least one month in clinical psychiatry (including cognition and behavior) under the supervision of a psychiatrist consultant with appropriate certification
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Outpatient experience include a longitudinal continuity clinic with attendance by each resident for 1/2 day weekly throughout the program
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program has a mechanism to ensure that residents receive adequate clinical supervision.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program has a mechanism to train residents on the performance of the following procedures: Brain death evaluation, Lumbar puncture, NCS, EMG, RNS, evoked potentials, EEG, Botox (observing), Thrombolysis, Thrombectomy (observing).
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program has a mechanism to evaluate the number of procedures and competence of each resident in above-mentioned procedures.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF THE EDUCATIONAL PROGRAM SECTION:** | Click or tap here to enter text. |
| **SCHOLARLY ACTIVITIES** |
| **Resident Scholarly Activities** |
| * + 1. The program provides the residents with research training.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The program provides residents with opportunities to participate in scholarly activities.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. All residents in the program participate in scholarly activities.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Faculty Scholarly Activities** |
| * + 1. Faculty demonstrate accomplishment in scholarly activities.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF THE SCOLARLY ACTIVITIES SECTION:**  | Click or tap here to enter text. |
| **RESIDENT EVALUATION AND PROMOTION** |
| **Resident Evaluation** |
| * + 1. The program has objective performance evaluation tools for all Core competencies.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. There is at least three different consultant neurologist faculty members including at least one child neurologist involved with the evaluation.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Residents receive feedback after each rotation.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Evaluations are documented at the end of each rotation.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The PD or designee meet at least semi-annually with each resident, and review the resident’s performance.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Semi-annual evaluations are documented for each resident.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Final evaluations are completed for each resident at the end of the training period (Summative letter).
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Resident Promotion** |
| * + 1. The program has written annual resident promotion criteria.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The promotion criteria is available for residents to review.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF RESIDENT EVALUATION AND PROMOTION SECTION:** | Click or tap here to enter text. |
| **CLINICAL COMPETENCY COMMITTEE** |
| * 1. The program has a clinical competency committee that meets at least semi-annually.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. CCC has at least three members.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. At least one of the CCC members is a core faculty.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. CCC has a written description of the duties, meeting process, decision making and reporting of the committee.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. CCC meetings are minuted.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. CCC reviews each resident’s performance at least semi-annually, and develops individual plans for residents.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. The PD or designee meets with each resident semi-annually and shares the CCC’s findings and plan.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF CLINICAL COMPETENCY COMMITTEE SECTION:** | Click or tap here to enter text. |
| **PROGRAM EVALUATION COMMITTEE** |
| 1. The program has a program evaluation committee that meets at least annually.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The PEC has at least two faculty members, one of whom is a core faculty.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The PEC has resident representatives from each year of training.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The PEC has a written description of the duties, meeting process, decision making and reporting of the committee.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The PEC produces an annual program evaluation report.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program annual report is presented by the PD or designee to the GMEC annually
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. At minimum, the PEC evaluates the following aspects of the program:
 |  |
| * 1. Program curriculum
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Outcomes from prior Annual Program Evaluation(s);
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. NIHS letters of notification including citations, areas for improvement, and comments;
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. The quality and safety of patient care;
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Aggregate residents and the faculty.

- Well-being- Recruitment and retention following institutional policies- Workforce diversity following institutional policies;- Engagement in quality improvement and patient safety- Scholarly activity;- Resident and Faculty Surveys;- Written evaluations of the program | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Aggregate resident

- Achievement of the Milestones- In-training examination results- Board pass and certification rates- Graduates’ performance | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Aggregate faculty

- Faculty evaluation- Professional development | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The annual report is distributed and discussed with the residents and faculty.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF PROGRAM EVALUATION COMMITTEE SECTION:** | Click or tap here to enter text. |
| **DUTY HOURS** |
| * 1. The program has a mechanism to monitor residents’ working hours.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. The program adheres with duty hour regulations.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Duty hours are limited to 80-hours per week averaged over 4-weeks.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Residents have one day off in seven free from all clinical and educational duties, averaged over 4-weeks.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. A minimum of 14-hours free of clinical work and education after 24 hours of in-house call.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF DUTY HOURS SECTION:** | Click or tap here to enter text. |
| **RESIDENT SUPERVISION** |
| * 1. The program has a written supervision policy.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Each resident in the program has appropriate privileges assigned to them based on their level of training, ability, and complexity and acuity of the situation.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Faculty are aware of supervision requirements.
 | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF RESIDENT SUPERVISION SECTION:** | Click or tap here to enter text. |
| Overall assessment of all Sections:  | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION** | **NAME** | **SIGNATURE** | **DATE** |
| ***Program Director*** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***Designated Institutional Official/ Head of Medical Education Department*** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |