

	<b>Graduate Medical Education</b>	
	GMEC Approval Date:	06/23/2023
	Effective Date:	07/01/2023
	Review/Revision Date:	06/22/2023
<b>Policy Title: Annual Institutional Review Policy</b>		
ACGME Institutional Requirement: <b>I.B.5</b>	Page 1 of 2	

**I. PURPOSE**

To establish a formal, systematic process by which the GME Committee demonstrates effective oversight of the Sponsoring Institution’s accreditation through an annual review and evaluation of institutional performance indicators in accordance with the Institutional Requirements of the ACGME (I.B.5).

**II. POLICY**

The GME Committee conducts an annual institutional review (AIR) using performance indicators inclusive of 1) most recent ACGME institutional letter of notification, 2) results of the ACGME surveys of residents/fellows and core faculty, and 3) accreditation status and citations for each of the ACGME-accredited programs [IR: I.B.5.a).(1-3)] and the DIO submits a written executive summary of the AIR to the LECOM Board of Trustees [IR: I.B.5.b)].

**III. PROCEDURE**

- A. At least one full meeting of the AIR committee will be dedicated to conducting the AIR.
- B. Beginning approximately one to two months prior to the review date, the Designated Institutional Official (DIO) will:
  - 1. Request from the GMEC the appointment of members to the AIR. The AIR committee will consist of the DIO, at least one program director, at least one faculty member, and a GMEC peer selected resident representative.
  - 2. Establish and announce the date of the review meeting.
- C. The GMEC will identify institutional performance indicators for the AIR, to include at a minimum:
  - 1. Most recent ACGME institutional letter of notification [IR: I.B.5.a).(1)]
  - 2. Results of ACGME surveys of residents/fellows and core faculty [IR: I.B.5.a).(2)]
  - 3. Accreditation status and citations for ACGME-accredited programs [IR: I.B.5.a).(3)]
  - 4. Address results of special program reviews
  - 5. Any supporting information the committee may deem necessary
- D. The Institutional coordinator or designated staff will be identified to assist the AIR committee with organizing the data collection, coordinating the review process, and report development.
- E. The DIO and Institutional Coordinator will compile the data and information of the performance indicators and any other supporting information the committee may deem necessary
- F. At the time of the meeting, the Committee will review its charges and responsibilities, the institution history including past citations and previous year’s action plans, responses to prior action plans, and current performance indicators and outcome data such as that described above.
- G. Additional meetings may be scheduled, as needed, to continue to review data, discuss concerns and potential improvement opportunities, and to make recommendations.

- H. Written minutes will be taken of all meetings and discussed at GMEC.
- I. As a result of the information considered and
- J. discussion, the AIR Committee will:
  - 1. Identify any areas for improvement
  - 2. Develop an action plan(s) to address areas for improvement
  - 3. Include monitoring procedures for action plan(s) resulting from the review
- K. A written executive summary will be prepared that includes:
  - 1. Summary of institutional performance on indicators for the AIR [IR: I.B.5.b).(1)]
  - 2. Action plans and performance monitoring procedures resulting from the AIR [IR: I.B.5.b).(2)]
- L. The AIR final report, action plan and executive summary will be presented to and approved by the GMEC Committee.
- M. The DIO will submit the written annual executive summary of the AIR to the Governing Body of the Sponsoring Institution [IR: I.B.5.b)]
- N. GMEC will monitor progress on the AIR action plan as a standing agenda item.