

	<b>Graduate Medical Education</b>	
	GMEC Approval Date:	06/23/2023
	Effective Date:	07/01/2023
	Review/Revision Date:	06/22/2023
Policy Title: <b>Special Review Policy and Protocol</b>		
ACGME Institutional Requirement: <b>I.B.6.</b>		Page 1 of 2

### I. Purpose

The purpose of this policy is to define the role; composition; and criteria for the special review of underperforming residency or fellowship programs. The Special Review Committee (s) will be an ad hoc subcommittee of the Graduate Medical Education Committee (GMEC).

### II. Policy

- A. The GMEC determines if the residency/fellowship program meets the criteria for an underperforming residency/fellowship program.
  
- B. GMEC identifies underperformance through established criteria, which may include, but is not limited to, the following:
  1. Program accreditation statuses of Initial Accreditation with Warning, Continued Accreditation with Warning, and adverse accreditation statuses as described by ACGME policies [IR: I.B.6.a).(1)]
  2. Program Attrition
    - a. Change in program director more frequently than 2 years
  3. Loss of Major Education Resources
    - a. Major program structure change to include changes in major participating sites
  4. Decrease in Scholarly Activity by residents/faculty
    - a. Graduating residents – minimum of 50% scholarly activity
    - b. Core faculty –lack of progress towards program-specific requirements for scholarly activity
  5. Case Logs/clinical experience unacceptable by ACGME specialty standards
  6. ACGME surveys and other institutional & or program surveys
    - a. Resident survey-scores less than the national average or downward trends compared to previous years
    - b. Faculty Survey-minimum of 70% completion rate
  7. Board Pass rate unacceptable by ACGME specialty standards over a 3-year period
  8. Notification by ACGME Review Committee requests for progress reports and site visits, unresolved citations or new citations or other actions by the ACGME resulting from annual data review or other actions.
  
- C. A special review will occur when:
  1. A program has met enough criteria established as outlined in Section B
  2. A severe and unusual deficiency in any one or more of the established criteria
  3. There has been a significant complaint against the program
  4. The ACGME Annual Update was not submitted

### III. Procedure

- A. The Special Review Committee (SRC) will be appointed by the GMEC Chairman or his/her designee. The SRC will include an administrative member of the GMEC, a residency director, at least one faculty member (not from the program evaluated), and at least one resident (not from the program evaluated). Additional

faculty members and residents (not from the program evaluated) may be appointed at the discretion of the SRC Chair.

- B. The appointed SRC Chair must schedule a Special Review so that the Special Review can be conducted within 90 days of the GMEC determination. The SRC Chair may schedule multiple SR meetings thereafter to complete the review. The GME office will assist the SRC Chair with scheduling of meetings and meeting rooms.
- C. The GMEC will provide guidance as to urgency, severity and required deadlines to the SRC Chair. The SRC must identify and address the concerns identified by the GMEC.
- D. The SRC may address the concerns by reviewing residency program data and materials such as, but not limited to previous annual program evaluations, survey results, accreditation letters of notification from the most recent ACGME reviews and progress reports sent to the review committee, the ACGME common requirements and special/subspecialty specific program and institutional requirements in effect at the time of the review, interviewing of program director, faculty, and residents, and other appropriate means as deemed necessary.
- E. The SRC chairman will submit findings of the review to the GMEC via a written report within 90 days of the determination for a special review.
- F. The special review report to the GMEC should contain at minimum SRC members, trigger(s) for special review, list of citations/description of findings with discussion and recommendations, action plan with timeline.
- G. The Special Review Chair shall submit the Special Review Report to the program director, DIO, and GMEC Chair prior to presenting before the full GMEC.
- H. The GMEC will discuss and approve the Special Review Report.
- I. As directed by the GMEC, the Program Director will provide a plan of action/plan of correction with quality improvement goals and a process for monitoring including a timeline and these actions will be documented in the GMEC minutes. [IR: I.B.6.a).(2)]
- J. At the GMEC monthly meeting, the GMEC will follow corrective actions emanating from a Special Review and will determine resolution/closure of corrective actions.