

	Graduate Medical Education	
	GMEC Approval Date:	June 19, 2026
	Effective Date:	July 1, 2026
	Review/Revision Date:	
Policy Title: Special Review Policy and Protocol		
ACGME Institutional Requirement:	Page 1 of 2	

I. Purpose

In compliance with ACGME requirements, the Graduate Medical Education Committee (GMEC) must demonstrate effective oversight of underperforming programs through a Special Review process. The Special Review process must include a protocol that establishes a variety of criteria for identifying underperforming programs, and results in a timely report that describes quality improvement goals, corrective actions, and the process for GMEC monitoring of outcomes, including timelines.

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
 2. Change in program director more frequently than 2 years
 3. Loss of Major Education Resources
 4. Major program structure change to include changes in major participating sites
 5. Decrease in Scholarly Activity by residents and/or faculty
 6. Case Logs/clinical experience unacceptable by ACGME specialty standard
 7. Concerns with ACGME surveys and internal surveys
 8. Board Pass rate unacceptable by ACGME specialty standards over a 3-year period
 9. 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.
 10. Significant or repetitive noncompliance in duty hour trends relative to ACGME requirements
- 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 regarding the program.
 4. The program fails to submit the ACGME Annual Update.

III. Procedure

- A. The special review committee will be appointed by the GMEC Chair. The special review committee will consist of 5 members including a resident.
- B. The special review committee will convene within 60 days of appointment
- C. The special review committee 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 ACGME review committee, the ACGME Common Program Requirements and Specialty/Subspecialty Specific Program and Institutional Requirements in effect at the time of the review, duty hour compliance information, program curriculum including conference schedules and block diagram, interviews with program director, faculty, and residents, and other appropriate means as deemed necessary.

- D. The program director will provide the special review committee with a corrective action plan, with quality improvement goals and a process for monitoring, including a timeline for the action plan.
- E. The special review committee will forward their findings to the GMEC
- F. The GMEC will discuss the Special Review Committee's recommendations for corrective action, and/or suggest additional corrective actions. A vote by the GMEC required to move the Special Review Committee recommendation forward.
- G. The program director of the program under special review will be expected to give a report on the action plan at each subsequent GMEC meeting. Progress on the action plan will be documented in the GMEC minutes.
- H. The GMEC will determine resolution/closure of the special review based on recommendations of the Special Review Committee.