I. PURPOSE:
To establish a process by which the Graduate Medical Education Committee (GMEC) must demonstrate effective oversight of the Sponsoring Institution’s accreditation through an Annual Institutional Review (AIR) as required by the ACGME Institutional Requirements [I.B.5].

II. POLICY:
In December of each academic year, the GMEC will conduct an Annual Institutional Review (AIR) by reviewing established performance indicators. The time period for the AIR will be the previous academic year (July-June).

III. PROCEDURE:
The AIR will focus on the following performance indicators:

1. Results of the most recent institutional self-study visit.
2. Results of the most recent CLER review.
4. Results of ACGME surveys of residents and fellows.
5. Results of ACGME surveys of core faculty.
7. Compliance with up to date signed institutional agreements.
   a. Master Affiliation Agreements.
8. Results of Annual Program Evaluations (APE).

Upon analysis of the above performance indicators, the GMEC will identify areas for growth and innovation, and establish action plans for improvement. Action plans resulting from the AIR will be monitored by the Graduate Medical Education Office and reviewed with the Designated Institutional Official (DIO) and the GMEC on an ongoing basis.

The DIO will submit a written annual executive summary of the AIR to the governing bodies of the Sponsoring Institution and major affiliate partners.