GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: Annual Institutional Review
Policy Number: 14.10
Chapter: Graduate Medical Education Committee

Purpose:
To establish a formal, systematic process by which the Executive Committee of the Graduate Medical Education Committee (GMEC) 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) and any policies and procedures of the GMEC.

Policy:
The Executive Committee of the GMEC is charged, among other things, with the following responsibilities:

1. To review, monitor and assess accreditation status of the Sponsoring Institution and its programs, along with responses to citations, ACGME notifications and concerns.
2. To review results of CLER visits, and review and approve responses to CLER visit reports.
3. Address results of focused or special program reviews.
4. On behalf of the GMEC, demonstrate Sponsoring Institution oversight of accreditation through an Annual Institutional Review (AIR).

This policy describes the procedure by which the Executive Committee of the GMEC will fulfill its charge in conducting an AIR.

Procedure:
AIR Requirements – The following data and information, at a minimum, must be included in the AIR.

1. Results of the most recent institutional self-study visit (or most recent accreditation site visit letter of notification).
2. Results of ACGME surveys of trainees and core faculty.
4. Any other supporting information the committee may deem necessary.
5. Outcome of action plans and goals resulting from prior AIRs.

**Annual Process for AIR Compilation, Revision, Review and Approval:**

1. The AIR should be conducted and finalized before October of each year by the following process:
   a. The GME Accreditation Specialist will coordinate the review process, organize the data collection, and report development.
   b. Beginning early August each year, the Accreditation Specialist will email the previous year’s version of the AIR to the following individuals for review and revisions:
      i. The Designated Institutional Official (DIO),
      ii. Director of GME Accreditation and Operations,
      iii. Director of Resident Wellness,
      iv. Director of GME Strategy and Outcomes, and
      v. Director of GME Value
2. Once all revisions are compiled, a draft of the AIR is emailed to the GMEC Executive Committee for comments, review, and approval.
3. As a result of the information considered and subsequent discussion, the AIR will:
   i. Identify any areas for improvement
   ii. Develop an action plan(s) to address areas for improvement
   iii. Include monitoring procedures for action plan(s) resulting from the review
4. In October the DIO will present the AIR final report, action plan and DIO executive summary, in October, to the GMEC for final approval.
5. The DIO will submit a written annual executive summary of the AIR to the CEO of the Sponsoring Institution and Governing Bodies of Major Affiliated Institutions. The DIO may be asked to present the AIR at the Medical Board meeting (typically during November).