



## **GME Policy – Special Review**

### **PURPOSE**

The Special Review process is designed to review and monitor an underperforming residency program and will be initiated upon:

1. Any adverse action reported from the ACGME,
2. Any significant concerns identified by the Graduate Medical Education Committee (GMEC) following an Annual Institutional Review (AIR), or
3. Any issue brought to the attention of the GMEC which is determined by a majority of Committee members to merit immediate investigation.

### **Goals of the Special Review of an Underperforming Program:**

1. To assess the program's efficacy in addressing previous citations and concerns from Letters of Accreditation and Self-Study Evaluations,
2. To assess the institutions and program's compliance with ACGME requirements,
3. To assess whether the program has developed its curriculum to incorporate the specific knowledge, skills, and attitudes required for trainees to achieve mastery of the 6 ACGME Core Competencies.
4. To assess the program's development and use of evaluation tools to assess trainee mastery of the program-specific milestones and 6 ACGME competencies,
5. To assess the program's ability to demonstrate concrete outcomes including appropriate resident clinical performance, specialty-board passage, and resident performance following graduation.
6. To assess the program's specific area of underperformance, if different than areas already listed, and the program's ability to address the identified concerns.

### **PROCEDURE**

#### **Formation of the Special Review Subcommittee**

Upon determination of need for special review, the GMEC Chair will appoint a Special Review Committee consisting of

1. Two members of the GMEC who are not core faculty members,

2. One resident member of the GMEC, and
3. One additional member of the GMEC (excluding the DIO and PD).

#### Review Process

1. The Special Review Subcommittee will meet with faculty, the Program Director, the DIO, and residents in separate gatherings to assure anonymity. No resident or faculty member may be excluded from such meetings if they request to attend.
2. The Special Review Subcommittee will request from the Program, and review, the following:
  - a. Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements, Common Program Requirements, and Specialty-Specific Program Requirements,
  - b. The most recent Residency Review Committee Letter of Accreditation for the program in question,
  - c. ACGME notification of institutional accreditation status,
  - d. Results of the most recent CLER visit
  - e. Results of the most recent institutional self-study evaluation
  - f. Aggregate results of most recent ACGME resident and faculty surveys
  - g. Aggregate results of the program's AIR performance indicators
  - h. Any other materials brought forward related to the area designated as underperforming.
3. Based upon materials reviewed and interviews conducted, the Special Review Committee will draft a report for presentation to the GMEC.
4. A copy of this report will be provided to the PD and the DIO prior to the GMEC presentation.
5. At presentation of the report to the GMEC, the Program Director must be in attendance to answer questions which may arise from the full committee membership.
6. Following presentation of the Special Review Subcommittee report, the Special Review Subcommittee will be dissolved.
7. The GMEC Chair, with assistance from the committee, will draft a letter summarizing the recommendations of the Special Review Subcommittee and outlining a timeline for correction of identified concerns.
8. The Program Director will submit monthly reports to the GMEC Chair reporting progress toward resolution of identified concerns.
9. The GMEC Chair will summarize the monthly reports during quarterly GMEC meetings.

10. If the GMEC Chair has concern there is not a good-faith effort on behalf of the program to improve areas of underperformance, she/he may request a special meeting of the GMEC to address such concern.

11. “Closure” of the Special Review process will not occur until all concerns are addressed to the satisfaction of the GMEC. Vote for closure of the process must be documented in meeting minutes.