



## Special Review Policy and Protocol

I.B.6. The GMEC must demonstrate effective oversight of underperforming programs through a Special Review process. (*ACGME Institutional Requirements July 2018*)

I.B.6.a) The Special Review process must include a protocol that: (Core)

I.B.6.a). (1) establishes criteria for identifying underperformance; and, (Core)

I.B.6.a). (2) results in a report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes. (Core)

### Purpose:

To define underperforming ACGME-accredited residency and fellowship programs.

To define the GMEC special review processes.

To define methods to oversee and resolve the issues.

### Policy:

The GMEC will establish criteria for identifying program underperformance, develop protocols to use for special reviews and provide reports that describe the quality improvement goals and corrective actions that the program will use and the process that the GMEC will use to monitor outcomes.

### Procedure:

The GMEC will identify underperformance through the following established criteria, which may include, but are not limited to, the following:

#### Program attrition

1. Change in program director more frequently than every 2 years.
2. Greater than 1 resident/fellow per year resident attrition (withdrawal, transfer or dismissal) over a 2 year period.

Loss of major education necessities

1. Changes in major participating sites.
2. Consistent incomplete resident complement.
3. Major program structural change.

Recruitment performance

1. Unfilled positions over three years.

Evidence of scholarly activity

1. Graduating residents – Lack of evidence of sufficient scholarly activity.
2. Faculty (Core) – Lack of evidence of sufficient scholarly activity.

Board pass rate – acceptable by ACGME specialty standards

Case logs/Clinical experience – acceptable by ACGME specialty-specific standards

ACGME surveys

1. Resident survey – Resident overall dissatisfaction with the program including but not limited to egregious single year issues and issues that extend over more than one year.
2. Faculty survey – Less than 60% completion rate.

Non-compliance with responsibilities

1. Failure to submit milestones data to the ACGME.
2. Failure to submit data to requesting organizations or GMEC (ACGME/ABMS).

Inability to demonstrate success in the CLER focus areas

1. Patient Safety
2. Health Care Quality
3. Care Transitions
4. Supervision
5. Duty Hours, Fatigue Management and Mitigation
6. Professionalism

Inability to meet established ACGME common and program specific requirements.

Notification from RRC 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.

Special Review:

A special review will occur when:

1. A program has met three or more of the criteria established to initiate the review (focused to full review).
2. A severe and unusual deficiency in any one or more of the established criteria (focused to full review).
3. There has been a significant complaint against the program (focused to full review).
4. Newly accredited programs in the second six months of its initial training year (full review).
5. Transferred programs from a different Sponsoring Institution (full review).
6. At the request of the DIO.

The DIO will schedule a Special Review to occur within 120 days of a program being identified as underperforming.

The Special Review Committee will include the DIO and a faculty voting member of the GMEC who is not a member of the program under review. As they deem necessary, a resident member of the GMEC and additional faculty and residents who are not members of the program under review, could also be included.

The members of the program to be interviewed should include, but are not limited to, the program director, other key faculty members and peer selected residents/fellows. Other individuals as determined by the Special Review Committee also could be interviewed.

The DIO will determine materials and data to be used during the Special Review.

The Special Review Committee will conduct the special review through review of materials, data and other information provided by the program and through interviews with identified individuals.

The Special Review Committee will prepare a written report to be presented to the GMEC for review and approval. At a minimum, the report will contain:

1. A description of the quality improvement goals to address identified concerns,
2. A description of the corrective actions to address identified concerns and
3. The process for the GMEC to monitor outcomes of corrective actions taken by the program.

#### Monitoring of Outcomes

The GMEC will monitor outcomes of the Special Review by documenting discussions and follow up in the GMEC minutes.

Approved by GMEC: 2/10/2015

Revised: 5/8/2018

Revised: 2/11/2020