

## **GMEC Protocol for Special Reviews Policy #0.05**

### **I. Statement of Purpose**

The GMEC is charged with identifying and providing oversight of underperforming programs through a Special Review process. This process uses established criteria to identify program underperformance and results in a timely report that describes the quality improvement goals, the corrective actions, and the process the GMEC will use to monitor outcomes, including timelines.

### **II. Special Review**

When a program is identified as having met the established criteria for underperformance, the DIO/Chair of the GMEC will initiate a Special Review. Special Reviews should initiate within 60 days of a program's designation as "underperforming."

### **III. Criteria for Initiating a Special Review**

- Program accreditation statuses of Initial Accreditation with Warning, Continued Accreditation with Warning, and adverse accreditation statuses.
- GMEC concerns about underperformance, including but not limited to issues that threaten the accreditation, educational infrastructure, or general operation of the program.
- Significant negative findings from the Annual Program Evaluation (APE) or other data used to monitor the program (Faculty and Resident ACGME Survey Results, board pass rates, etc.).

### **IV. Special Review Subcommittee**

Members of the Special Review Subcommittee are appointed by the DIO. The subcommittee shall include the DIO, one member of the GMEC who will serve as Chair, and at least one additional faculty member and one resident/fellow from within the consortium, but not from the program being reviewed. Additional reviewers may be included as determined by the DIO/GMEC. If special circumstances require the expertise of someone from within the program under review, the Special Review Chair and DIO will determine if that person should be added to the subcommittee.

### **V. Preparation for the Special Review**

The DIO, in consultation with the Chair of the Special Review Subcommittee, shall identify the concern(s) that are to be addressed by the Special Review. Concerns can range from those that broadly affect the operation of the program, to a specific issue. The program being reviewed may be asked to submit documentation or additional information prior to the Special Review.

## **VI. The Special Review Process and Report**

Materials and data to be used in the review process shall include:

- ACGME Institutional, Common, and specialty-/subspecialty-specific program requirements in effect at the time of the review;
- The most recent ACGME accreditation letter of notification and progress reports sent to the ACGME Review Committee;
- Reports from previous reviews of the program (if applicable);
- Previous Annual Program Evaluations (if applicable);
- Results from resident surveys (if applicable); and,
- Other materials the Special Review Subcommittee considers necessary and appropriate.

The Special Review Subcommittee may conduct interviews with the program director, faculty members, residents/fellows, or other individuals deemed appropriate.

The Special Review Subcommittee shall submit a written report that includes, at a minimum, a description of the circumstances that triggered the review, the process followed, and the findings of the subcommittee. The report shall include a description of quality improvement goals, any corrective actions designed to address the identified concerns, and the process and timeline for monitoring outcomes.

The report is due to the DIO/Chair of GMEC following completion of the review. The DIO/Chair of GMEC will provide a copy of the report to the program under review after the GMEC has discussed and agreed to the actions and monitoring of the outcomes.

## **VII. Monitoring Outcomes**

The Chair of the Special Review Subcommittee shall monitor outcomes of the Special Review and report findings at GMEC meetings and upon request. The responsibility of monitoring outcomes may be passed to the DIO or another member of the Special Review Subcommittee. The program will be released from monitoring when the GMEC agrees by vote that the program has addressed the concerns and demonstrates corrective actions.

<b>Approval by GMEC:</b> <i>06.02.2023; 05.11.2022; 06.04.2021; 06.05.2020; 05.03.201; 01.11.2019; 06.18.2018; 03.08.2018; 06.02.2017; 05.27.2016; 07.01.2015</i>
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