TITLE: Special Review Committee

APPROVED: 3/31/16

REVISED: 2/8/19; 11/22/19

EFFECTIVE DATE: 3/31/16; 2/8/19; 11/22/19

PURPOSE: To demonstrate GMEC effective oversight of underperforming ACGME training programs and other accrediting bodies through a special review process.

POLICY STATEMENT: The GMEC will establish criteria for identifying underperformance, develop a protocol to use for a special review and provide a report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes.

PROCEDURE(S):
1. The GMEC will identify underperformance based on established criteria. This may include, but is not limited to, the following:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>GREEN</th>
<th>YELLOW</th>
<th>RED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Accreditation Status</td>
<td>Continued</td>
<td></td>
<td>With Warning / Probation</td>
</tr>
<tr>
<td>2 ACGME Resident Survey</td>
<td>4 or Higher Score</td>
<td>3 – 4 Score</td>
<td>Lower than 3 Score</td>
</tr>
<tr>
<td>3 ACGME Faculty Survey</td>
<td>4 or Higher Score</td>
<td>3 – 4 Score</td>
<td>Lower than 3 Score</td>
</tr>
<tr>
<td>4 # of Program Citations</td>
<td>0</td>
<td>1 – 3</td>
<td>Greater than 3</td>
</tr>
<tr>
<td>5 Resident Attrition per AY</td>
<td>0 – 10%</td>
<td>11 – 20%</td>
<td>More than 20%</td>
</tr>
<tr>
<td>6 Board Pass Rates (1st Attempt) in the last 3 years – all specialties</td>
<td>Meets Criteria</td>
<td></td>
<td>Does Not Meet Criteria</td>
</tr>
<tr>
<td>7 Clinical &amp; Educational Work Hours Compliance per AY</td>
<td>90 – 100%</td>
<td>80 – 89%</td>
<td>Below 80%</td>
</tr>
<tr>
<td>8 Core Faculty GME Specific Development Training per AY</td>
<td>100%</td>
<td>More than 50% Completion</td>
<td>Less than 50%</td>
</tr>
<tr>
<td>9 Faculty evaluation of resident performance completion rate per AY</td>
<td>Above 75% Completed within 2 wks</td>
<td>65 – 74% Completed within 2 wks</td>
<td>Below 65 % Completed within 2 wks</td>
</tr>
</tbody>
</table>

2. Special Review (SR) Criteria:
   a. Any 2 indicators in RED or
   b. Any 1 indicator in RED plus any 2 indicators in YELLOW or
   c. Any 3 indicators in YELLOW

3. After review of the performance indicators listed above, the GMEC will be the ultimate decision-maker on initiating a Special Review.

4. The GMEC Chair will assemble a Special Review Committee (SRC) within 15 working days.
a. The Special Review will be conducted by an ad hoc committee consisting of at least one member of the GMEC (who will chair this committee), one core faculty (may be a GMEC member), one resident/fellow and any other member deemed necessary by the committee.

b. A GMEC member will be selected at random from a pool of available GMEC voting members. Each member should be from a program other than the one being reviewed. The Special Review Chair will conduct the review within 20 working days.
   i. Training programs may choose to contract with independent external consultants to conduct a program evaluation. In this instance the SRC will discuss and coordinate with the training program about the details of the assessment to avoid duplication of efforts. The SRC will use the consultant’s report and recommendations as a component of its special review evaluation and action plan.

c. The SRC binder will include the following materials; however, other materials may be requested by the committee.
   i. Special Review Policy
   ii. Special Review Committee Report
   iii. ACGME Accreditation Letter (most recent)
   iv. ACGME Faculty Survey Report (most recent)
   v. ACGME Resident Survey Report (most recent)

d. The SRC will attend two meetings:
   i. **Meeting #1** – this meeting will take approximately 1 ½ hour:
      The SRC will meet with the Designated Institutional Official (DIO) for orientation, review the SRC binder information, set-up Meeting #2, and go over the logistics of the process.
   
   ii. **Meeting #2** – this meeting will take approximately 4 hours:
      The SRC will conduct interviews with the identified individuals listed below.
      1. Session 1 – Representative Sample of Residents/Fellows (1 hour)
      2. Session 2 – Representative Sample of Core Faculty (30 minutes)
      3. Session 3 – Program Director and Coordinator (1 hour)
      4. Session 4 – Department Chair (30 minutes)
      5. Session 5 – SRC convenes to discuss findings (1 hour)

e. The SRC Chair will submit the Special Review Committee Report **within five (5) business days** to the Designated Institutional Official (DIO) and present it at the next monthly GMEC meeting for review and approval.

f. At a minimum, the report will contain:
   i. Citations or Areas for Improvement (AFIs)
   ii. A summary of relevant findings
   iii. Action Plan(s)
   iv. Timeline

5. Monitoring of Outcomes
   a. The GMEC will monitor outcomes of the Special Review as follows:
      i. The program will provide quarterly progress reports to the GMEC until performance indicators are in compliance.