

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO**  
**GRADUATE MEDICAL EDUCATION**  
**Standard Policy and/or Procedure**

**TITLE:** Special Review Committee

**APPROVED:** 3/31/16

**REVISED:** 2/8/19

**EFFECTIVE DATE:** 3/31/16; 2/8/19

**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:

**PERFORMANCE INDICATORS**

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

2. Special Review (SR) Criteria:
  - a. Any 1 indicator in RED or
  - b. 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 will request the following materials and data to be used during the SR.
  - i. Special Review Policy
  - ii. Special Review Committee Report Form
  - iii. ACGME Institutional Requirements
  - iv. ACGME Program Specific Requirements
  - v. Previous Special Review Report and action plan for program improvement (if applicable)
  - vi. Latest Annual Program Evaluation
  - vii. Latest ACGME and other Faculty/Resident Survey Reports
  - viii. The most current Accreditation Letter(s) and Program Response(s)
  - ix. Current academic year Quarterly Program Reports (*presented at GMEC by the program*)
  - x. Other materials the SRC may request. This may include, but is not limited to, the following:
    1. The Program's overall Goals and Objectives
    2. Departmental Evaluation Reports (Residents, Faculty, and Program)
    3. Departmental Duty Hour Reports
- d. The SRC will conduct the review by assessing materials, data and other information provided by the program and through interviews with identified individuals. The SRC Chair will determine the logistics of this process.
  - i. Department Chair
  - ii. Program Director
  - iii. Program Coordinator
  - iv. Representative Sample of Core Faculty
  - v. Representative Sample of Residents/Fellows
  - vi. Other individuals as requested by the committee

- e. The SRC will prepare a written report to be presented to the GMEC for review and approval within 10 working days after the SR has been completed. At a minimum, the report will contain:
  - i. A summary of the relevant findings
  - ii. Area(s) for Improvement - AFIs
  - iii. Action Plan(s)
  - iv. Goal(s)
  - v. Timeline
  - vi. Monitoring

5. Monitoring of Outcomes

- a. The GMEC will monitor outcomes of the SR as follows:
  - i. The program will provide quarterly progress reports to the GMEC until performance indicators are in compliance.