TITLE: Special Review Policy

APPROVED: 3/31/16

REVISED: 2/8/19; 11/22/19; 06/17/21

EFFECTIVE DATE: 3/31/16; 2/8/19; 11/22/19; 06/17/21

PURPOSE: To establish criteria for identifying program underperformance and the special review process.

POLICY STATEMENT: In alignment with the ACGME Institutional Requirements, the GMEC will establish criteria for identifying program underperformance and outline the special review and monitoring processes.

PROCEDURE(S):

A Special Review will take place if any of the following criteria apply:
1. Initial Accreditation with Warning
2. Continued Accreditation with Warning
3. Adverse accreditation statuses:
   a. Accreditation Withheld
   b. Probationary Accreditation
   c. Withdrawal of Accreditation
   d. Reduction in Resident Complement
4. Any other underperformance scenarios deemed justifiable by the GMEC.

Special Review Process:
1. The GMEC Chair will assemble a Special Review Committee (SRC) within 7 working days from the ACGME notification letter or when determined by the GMEC.
   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. 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. If a training program chooses to contract with an independent external consultant, the SRC will use the consultant’s report and recommendations as a component of its special review evaluation and action plan.
   c. The GME office will prepare a binder for the SRC. The binder will include the following materials; however, other materials may be requested by the committee.
      i. Special Review Agenda
      ii. Special Review Committee Policy
      iii. ACGME Accreditation Letter (most recent)
      iv. ACGME Resident Survey Report (most recent)
      v. ACGME Faculty Survey Report (most recent)
d. The SRC will meet twice:
   i. **SRC Orientation Meeting** – this meeting will take approximately 1½ hour. The SRC will meet with the Designated Institutional Official (DIO) for orientation, to review the SRC binder, to go over the logistics of the process, and to set-up **Meeting #2**.

   ii. **Special Review** – 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 review 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 Special Review Committee Report will contain:
   i. Citations or Areas for Improvement (AFIs)
   ii. A summary of relevant findings
   iii. Action Plan(s)
   iv. Timeline

2. 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 the corrective actions have been successfully implemented.