

INSTITUTIONAL GME PROCEDURE

GUIDELINES FOR THE GMEC ANNUAL INSTITUTIONAL REVIEW (AIR) PROCESS

Approved by GMEC – January 24, 2014

According to the ACGME Institutional Requirements I.B.5, the Graduate Medical Education Committee (GMEC) must demonstrate effective oversight of the Sponsoring Institution's accreditation through an Annual Institutional Review.

The following performance indicators will be reviewed by the DIO and GMEC immediately following the end of each academic year:

- Results of the most recent institutional self-study visit;
- Data collected from the Programs' Annual Program Review Reports
 - In-Training Exams
 - Scholarly Activity (Residents and Faculty)
 - Faculty Development
 - Graduate Performance
 - Program Quality
 - Program Strengths & Weaknesses
 - Yearly Action Plans
- Programs' involvement and policies in the following areas:
 - Patient Care and Safety
 - Quality Improvement
 - Transitions of Care
 - Supervision
 - Duty Hours/Learning Environment
 - Professionalism
- Aggregated results of the ACGME surveys of residents/fellows and core faculty;
- Notification of ACGME-accredited programs' accreditation and self-study visits.

An action plan will be developed by the Office of DIO annually as a result of the AIR process. The DIO will monitor the action plan monthly and report to the progress to the GMEC semi-annually.

The DIO will submit a written annual executive summary of the AIR to the Sponsoring Institution's Governing Body following the Review Process with the GMEC.