Graduate Medical Education Institutional Policy

Approved by GMEC:

Annual Institutional Review (AIR)

I. Purpose

To establish a policy for all graduate medical education training programs within the MedStar Health System to ensure that the GMEC demonstrates effective oversight of the Sponsoring Institution’s accreditation.

II. Scope

This policy will apply to all graduate medical education training programs in the MedStar Health System. All information contained in this policy shall be used as minimum criteria for the AIR.

III. Definitions:

A. Governing Body: The entity which maintains fiduciary authority over the Sponsoring Institution and its ACGME-accredited programs.

B. Designated Institutional Official: The individual who, in collaboration with a Graduate Medical Education Committee (GMEC), must have authority and responsibility for the oversight and administration of the Sponsoring Institution’s ACGME-accredited programs, as well as responsibility for ensuring compliance with the ACGME Institutional, Common and specialty/subspecialty-specific Program Requirements.

IV. Responsibilities/Requirements

As required by the ACGME Institutional Requirements, an Annual Institutional Review (AIR) will be conducted by the GMEC and submitted to the Governing Body.
A. The GMEC will maintain oversight of the Sponsoring Institution’s accreditation through an Annual Institutional Review (AIR).

B. The GMEC will determine the Institutional Performance Indicators and review them at least annually through the AIR process.

C. Institutional Performance Indicators must include,

1. Results of the most recent institutional self-study visit;
2. Results of ACGME surveys of residents/fellows and faculty members; and

D. Other performance indicators may be determined by the GMEC to include the results of CLER visit reports, program APE reports, ACGME letters of notification and/or data on resident participation in quality and patient safety.

E. The AIR must include monitoring procedures for action plans resulting from the review.

F. The DIO must submit a written annual executive summary of the AIR to the Governing Body.

V. Special Review Process:

A Special Review Process will be implemented for programs that are not in compliance with performance standards.

A. The GMEC must demonstrate effective oversight of underperforming programs through a Special Review Process.

B. The Special Review process must include a protocol that:
   1. Establishes criteria for identifying underperformance; and
   2. Results in a report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes.