



## GMEC Special Review Subcommittee Policy University of Arizona College of Medicine – Tucson (UACOM-T) Graduate Medical Education Committee (GMEC) - Policies and Procedures

### **Purpose**

In order to comply with ACGME Institutional Requirements, the UACOM-T GMEC must demonstrate effective oversight of underperforming program(s) through a Special Review process.

This process must include a protocol that:

1. Establishes a variety of criteria for identifying underperformance that includes, at a minimum, program accreditation statuses of Initial Accreditation with Warning, Continued Accreditation with Warning, and adverse accreditation statuses as described by ACGME policies; and
2. results in a timely report to GMEC that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes, including timelines.

A Special Review Subcommittee shall be established in order to carry out these GMEC responsibilities.

### **Subcommittee Charge**

The GMEC Special Review Subcommittee is charged with the responsibility of conducting focused special reviews of all underperforming residency and fellowship programs sponsored by the UACOM-T.

### **Subcommittee Membership**

Subcommittee membership will include the Designated Institutional Official (DIO), the associate dean of graduate medical education (GME), at least four (4) program directors, and one (1) peer-selected resident/fellow representing both residency and fellowship programs. Members will be selected by the GMEC. Program directors will serve a four-year term and are eligible for one (1) reappointment. Residents/Fellows will serve a one-year term and are eligible for reappointment for the duration of their training. If a program director currently serving as a member of the Special Review Subcommittee has their own program identified for Special Review, the program director will recuse themselves from any committee discussion of their program.



## Process

1. The special review subcommittee will meet monthly. The special review subcommittee meeting minutes will be included in the GMEC monthly meeting for review and approval.
2. Underperforming programs may be identified based upon, but not limited to, the following criteria:
  - ACGME Resident and Faculty Survey results
  - ACGME correspondence and accreditation status
  - Annual Program Evaluation/Action plan
  - Board pass rates
  - Clinical experiences – Case logs/Procedure volume
  - Failure to address previous citations
  - Unfilled programs for  $\geq 2$  years
  - Limited scholarly activity
  - Program attrition – Changes in Program Director, Core Faculty, Residents
  - Program characteristics – Structure and resources
  - Program focus group results
  - Complaints to DIO/Associate dean of GME regarding program performance
  - Credible complaints of unprofessional behavior including program leadership, residents, or core faculty
3. The DIO, associate dean of GME, and the GME director will be responsible for identifying programs that meet the criteria for Special Review.
4. Once a program has been recommended for a Special Review, the subcommittee chair will assign at least one (1), but no more than two (2) members to review the program.
5. Member(s) will conduct interviews of their assigned program with the program leadership, department chair, faculty, residents, or others, as judged appropriate by the subcommittee.
6. After completing their review, member(s) will complete the Special Review Subcommittee Reviewer Report. The completed report will be distributed to the committee membership for review. Members will discuss report findings and finalize recommendations for program improvement.
7. The final Special Review Subcommittee Reviewer Report will be sent to the Program Director, Associate Program Director, Vice Chair of Education and Department Chair. The report will include a summary of the reviewer's findings, identified goals for program improvement (SMART goals format), and a request for a corrective action plan, and the program's plan for monitoring outcomes.



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8. The program director will submit a corrective action and monitoring plan to the subcommittee for review and approval within 30 days.
9. Once reviewed and approved by the subcommittee, the subcommittee chair will present the program's corrective action and monitoring plans to the GMEC.  
The plan will include:
  - a) A timeline to indicate when improvement goals are expected to be met
  - b) The metrics that will be used to monitor for improvement
  - c) The reporting process to GMEC for monitor of outcomes including how reporting will occur (in-person or written reports to GMEC) and how frequently reports will be made.
10. The GMEC may accept the report and/or make further suggestions before final approval. The GMEC is responsible for the final review and approval of the corrective action and monitoring plans.
11. A program will stay in Special Review until the program improvement goals have been met.
12. The special review subcommittee will review programs in special review monthly and will recommend the removal of a program from Special Review when the program improvement goals have been met.
13. GMEC is responsible for the final review and approval to remove a program from Special Review.

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