

GMEC Special Review Subcommittee Policy

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.

The ACGME Institutional Requirements (Reformatted, 2025) state:

1.15. The GMEC must demonstrate effective oversight of underperforming program(s) through a Special Review process.

1.15.a. The Special Review process must include a protocol that:

1.15.a.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

1.15.a.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.

Subcommittee Charge

A Special Review Subcommittee of GMEC has been established in order to carry out this institutional requirement.

The Special Review Subcommittee is responsible to conduct focused special reviews of any identified underperforming programs to help program leadership develop program improvement goals, corrective action plans, and timelines for monitoring and improvement.

Subcommittee Membership

1. The Special Review Subcommittee membership includes the following:
 - a. Associate Dean of GME (Subcommittee Chair)
 - b. Designated Institutional Official (DIO)
 - c. Minimum of four (4) program directors
 - d. One (1) peer-selected resident or fellow
2. Open program director positions are filled by soliciting interest from the GME community. Open resident/fellow positions are filled through an anonymous peer-selected process established by the UACOM-T resident/fellow forum.
3. Recommended faculty and resident members are reviewed and approved by the GMEC.



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Length of Term

1. The Associate Dean of GME and the DIO serve as permanent members of the committee.
2. Program directors will serve a four-year term and are eligible for one (1) reappointment.
3. Residents/Fellows will serve a one-year term and are eligible for reappointment for the duration of their training.
4. 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.
2. Subcommittee meeting minutes are included in the GMEC monthly meeting for review and approval.
3. 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
 - Unfilled programs for ≥ 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
4. The DIO, associate dean of GME, and the GME director will be responsible for identifying programs that meet the criteria for Special Review.
5. 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.
6. 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.



7. After completing the review, member(s) will complete the Special Review Subcommittee Initial 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.
8. 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, and a request for a corrective action plan and plan for monitoring outcomes.
9. The program director will submit an action and monitoring plan to the subcommittee for review and approval within 30 days.
10. Once reviewed and approved by the subcommittee, the subcommittee chair will present the program's action and monitoring plans to the GMEC for final review and approval.
 - a. The plan will include:
 - i. Identified goals and action plan
 - ii. A timeline to indicate when improvement goals are expected to be met
 - iii. The metrics that will be used to monitor goals for improvement
11. The GMEC may accept the report and/or make further suggestions before final approval.
12. A program will stay in Special Review until the program improvement goals have been met.
13. 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.
14. GMEC is responsible for the final review and approval to remove a program from Special Review.

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