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### 1. ABBREVIATIONS AND DEFINITIONS

ACGME-I: Accreditation Council for Graduate Medical Education International

GME: Graduate Medical Education

DIO: Designated Institutional Official

CCC: Clinical Competency Committee

GMEC: Graduate Medical Education Committee

### 2. RATIONALE

The Accreditation Council for Graduate Medical Education International (ACGME-I) requires an established protocol that is reviewed and approved by the GMEC in cases where specific programs are underperforming and in need of a special review.

#### **Definition of Underperforming Program:**

The GMEC will identify underperformance through the following established criteria, which may include, but are not limited to, the following:

1. Accreditation: The program receives: Continued Accreditation with Warning, Initial Accreditation with Warning, Probationary Accreditation, Accreditation Withheld.
2. Program Director attrition: Change in program director more frequently than every 2 years.
3. Resident attrition (withdrawal, transfer or dismissal) greater than 1 resident/fellow per year over a 2-year period.
4. Loss of major education necessities - Changes in major participating sites, Consistent incomplete resident complement, Major program structural change, Loss of key faculty
5. Recruitment performance — Unfilled positions over three years.
6. Resident survey — Resident overall dissatisfaction with the program including but not limited to egregious single year issues and issues that extend over more than one year – minimum 70% completion rate.

7. Non-compliance with responsibilities: Failure to submit milestones data to the ACGME-I and to the GMEC, Failure to submit accurate, complete and timely data to requesting organizations or GMEC.

A special review (SR) will occur when:

1. A program has met three or more of the criteria established to initiate the review (above)
2. A severe and unusual deficiency is evidenced in any one or more of the established criteria
3. There has been a significant and substantiated complaint against the program
4. As periodically determined by the DIO

A subcommittee named by the full GMEC will schedule a Special Review within 30 days of a program's being identified as underperforming .

Each SR subcommittee will be composed of at a minimum:

- Director of GME / Designated Institutional Official (DIO)
- GME Administrative Staff
- One senior level faculty member (serves as SRS Chair, outside the program under review)
- One resident (outside the program under review)

The SRS will prepare a written report to be presented to the GMEC for review and approval. At a minimum, the report will contain: (1) A description of the quality improvement goals to address identified concerns, (2) a description of the corrective actions to address identified concerns and (3) the process for the GMEC to monitor outcomes of corrective actions taken by the program.

The SRS Faculty Chair or designee will present a summary of the committee's findings and recommendations for review and approval. The Program Director (PD) must attend the GMEC meeting to hear the findings. The presentation will include: Overall strengths of program, areas that need improvement (including any areas of ACGME-I non-compliance), challenges impacting the educational program including, but not limited to, problems regarding financial or structural needs not being addressed by the institution, and concerns that may need special consideration by the GMEC. The GMEC will review these concerns and the need for a possible follow-up discussion.

A final report with recommendations will be distributed to the Program Director and filed in GME records. The DIO and the GMEC will monitor the response by the program to actions recommended by the GMEC in the Special review process.

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***Developed by: Dr. Phuoc Van Le***

***Reviewed by: GMEC***

***Approved by: Provost***