PURPOSE
This policy is to establish an Annual Institutional Review process for the GME Consortium and to identify institutional performance indicators for the Annual Institutional Review (AIR) and reporting and monitoring processes.

SCOPE
1. Department of Medical Education
2. Baptist Health Medical Center - North Little Rock
3. Baptist Health Medical Center - Little Rock
4. Baptist Health Medical Center - Conway

POLICY
1. The GMEC will identify institutional performance indicators for the AIR which will include:
   a. The most recent ACGME institutional letter of notification including:
      i. The action plan to correct any citations from the most recent self-study visit, those found in the most recent AIR and the outcomes of those action plans
      ii. A review of the most recent CLER visit, the action plan to correct any recommendations from the CLER visit and their outcomes
      iii. A certification from the GMEC that all institutional policies and procedures have been reviewed to ensure they are up to date and in substantial compliance
   b. The results of the annual ACGME resident and core faculty surveys to include:
      i. A review of any area deemed non-compliant formulation of an action plan to correct these areas of non-compliance and the outcomes of said action plans
      ii. Review the internal results of the resident and core faculty surveys and compare them to the national results for each accredited program
   c. Review and report the accreditation status of each ACGME accredited program including:
      i. The annual program evaluation
      ii. Any citations from ACGME
1. Monitoring of any action plans and their outcomes
   
   iii. Compliance with the 6 areas of CLER

2. A written Executive Summary of the Annual Institutional Review will be submitted to the Graduate Medical Education Committee (GMEC) to include:
   a. A summary of institutional performance on all of the indicators listed in this policy.
   b. Any and all action plans resulting from the AIR will be assigned due dates for correction and the outcomes of those corrections.
      i. Monitoring of these action plans will be done as a standing GMEC agenda item and be part of the minutes.

3. Should any item(s) need intense monitoring, the GMEC may opt to appoint a Subcommittee for, but not limited to, additional document review, development of objectives and/or corrective action plan, citation correction progress review and/or mentoring.
   a. Recommendations of the Subcommittee shall report to the full GMEC for approval.
   b. The GMEC may stipulate additional monitoring procedures for action plans resulting from the Subcommittee’s review.

4. In accordance with the ACGME Institutional Requirements, the DIO must submit the written annual executive summary of the AIR to the governing body, or the appropriate subcommittee.

RELATED POLICIES

Created 10/2016
Reviewed 06/2019
Revised 02/2017
   10/2017
   06/2018