I. PURPOSE

The ACGME Institutional requirements state that the Graduate Medical Education Committee (GMEC) must demonstrate effective oversight of underperforming programs through a Special Review process. The Graduate Medical Education Office staff shall identify programs of concern based on the following:

1. Review of ACGME correspondence
2. Failure to address previous citations
3. Resident survey results demonstrating either of the following:
   1. Compliance below the national average for any aspect of duty hour rules
   2. Downward trends in more than 2 categories other than duty hours

Executive Committee of the GMEC shall review programs identified by the GME Office staff. The GMEC Executive Committee review include, but not be limited to:

1. ACGME Resident and Faculty Survey results
2. ACGME Annual Updates
3. ACGME Correspondence including citations/responses to citations
4. Annual Program Evaluation
5. Duty Hour Compliance Reports
6. Procedural Numbers
7. Board pass rate

The Executive Committee shall determine whether to require the program to submit a written response to the concerns or to schedule a Special Review. If a response is requested, upon receipt of the response, the Executive Committee shall review the response to determine if the deficiencies are being properly addressed and monitored. An unsatisfactory response may result in a Special Review.

II. SPECIAL REVIEW PROCESS

1. A subcommittee of the GMEC shall be appointed to review each underperforming program, evaluate the deficiencies, and suggest a plan for improvement.
2. The subcommittee shall include at least 2 faculty members and one resident or fellow (all members of specialties different from the program being reviewed).
3. In addition to reviewing the information listed below, the subcommittee shall meet with the program director and additional faculty members as judged appropriate by the subcommittee. In a separate meeting, the subcommittee shall meet with at least one member from each trainee class of the program being reviewed.
4. The subcommittee shall review information it deems appropriate, to include any/all of the following:
   a. Previous correspondence from the ACGME

Keywords: ACGME compliance, GMEC, institutional requirements, special review
b. Responses to previous citations  
c. ACGME resident and faculty surveys  
d. Milestones data  
e. Rotation and program evaluations by residents and faculty  
f. Duty hours compliance information  
g. Case logs  
h. Trainee evaluation processes and forms  
i. Program curriculum, including conference schedules and block diagrams  
j. Annual program review documentation

5. The subcommittee shall provide a report of its findings and recommendations to the GMEC.

6. The GMEC may accept the subcommittee’s recommendations for corrective actions and/or suggest additional corrective actions.

7. The GMEC shall determine a plan for monitoring of the success of the action plan for under-performing programs.