

**POLICIES AND
PROCEDURES****Graduate Medical Education Policy
for the Annual Institutional Review at Texas Health Resources**

PURPOSE: To provide guidelines and a process by which the Graduate Medical Education (GMEC) demonstrate effective oversight of the Sponsoring Institution's accreditation through an Annual Institution Review. This policy is in line with the most up-to-date ACGME institutional and common program requirements.

PROVISIONS: In December of each year, the GMEC will conduct an AIR by reviewing established institutional performance indicators. The time period for the AIR will be the previous academic year (June through July). The AIR will include:

- Results of the most recent institutional self-study visit (when applicable)
- Annual Institutional Survey results
- Annual ACGME Aggregate data
- Results of the trainee/core faculty ACGME survey
- Results/recommendations of the most recent CLER review
- Annual Program Evaluation Review with Action Plans
- Residency Review Committee (RRC) citations
- Board Passage Rate
- Clinical and Educational Work Hour Compliance
- Supervision and Accountability monitoring
- Sufficient salary support, protected time, and resources for DIO, GME administration, and ACGME accredited programs.
- Compliance with up-to-date signed institutional agreements
- Programs ACGME accreditation status, notification of ACGME accredited programs' accreditation, and self-study visits

Any item listed above that is found to be out of compliance will be an agenda item for each Graduate Medical Education Committee (GMEC) meeting to monitor progress toward resolution.

- The DIO will chair this subcommittee and determine the AIR membership. The subcommittee is responsible for performing the AIR and developing a quality improvement plan for graduate medical education at the institutional level. Members participating in the AIR will include the Program Directors, GME faculty members, a peer selected trainee, and a Program Coordinator. The GMEC will identify areas of growth once the

performance indicators are analyzed, and then finalize action plans for improvement. Action plans will be monitored regularly by the GME Office and reviewed by the DIO regularly. The DIO will prepare a written, executive summary of the AIR to be presented to the governing bodies of the institutional partners in January of each year