Purpose: To maintain effective oversight of graduate medical education programs and the quality of the learning environment, it is necessary to review programs that may be underperforming. The goal of the special program review process is to identify ways in which these programs can improve their outcomes.

Scope: This policy applies to all graduate medical education programs within the school.

Definitions:
Special Program Review Committee (SPRC): committee charged with conducting a special program review in accordance with this policy. It is compromised of no less than one program director and one resident. Additional members may be appointed as necessary. Members are nominated by the designated institutional official and are approved by the Graduate Medical Education Committee. A separate committee is formed for each special program review that is conducted.

Criteria for Special Program Review:
1. A program receives an adverse decision from the accrediting authority.
2. A program receives continued accreditation with warning from the ACGME.
3. Downward trend in two or more areas on resident and/or faculty ACGME surveys
4. Persistent duty hour violations identified on three consecutive internal surveys or the ACGME Annual resident survey
5. Change in program director within two years of appointment.
6. Loss of major teaching site
7. Excessive rate of attrition of residents over the past three years or of core faculty over the past five years
8. Recommended by the sub-committee for review of the Annual Program Evaluation
9. Self study site visit scheduled for the next academic year
10. Failure to submit required documentation to the GME office, the ACGME or other accrediting bodies in a timely fashion
11. The designated institutional official (DIO) has the ability to request a special review on the basis of internal survey results, focus group meeting results or other data
12. A special program review may also be requested by the dean of the medical school, the senior associate dean for education or the chair of the department for the program.
Process:

**Request for Special Program Review:** The request for a special program review must be submitted to the executive sub-committee of the graduate medical education committee. The request must include the name of the program, the reason for the special program review, a supporting statement and the name of the requestor.

The executive sub-committee will review the request and then take one of three actions:

- Request further information
- Recommend that the request be denied
- Recommend that the request be approved. In this case, the committee should identify any specific issues that should be the focus of the review, determine the timeframe in which the review is to be conducted and the deadline for the submission of the report of the special program review committee to the GMEC. The DIO will submit the proposed committee members for approval by the GMEC.

Once the executive sub-committee forwards its recommendation to the GMEC, it shall be reviewed at the next meeting. An electronic vote may be called for as deemed appropriate by the DIO.

**Special Program Review Protocol:** The SPRC shall have access to all necessary documents and faculty and residents needed to conduct the review. At a minimum the committee shall meet with the program director, department chair, at least one peer selected resident from each level of training in the program and at least two core faculty members. The committee shall review appropriate documents such as accreditation letters and other documentation from the ACGME, program policies and procedures, case logs, annual program evaluations, resident and faculty surveys, previous special program reviews and other supporting materials. The SPRC has the right to request necessary documentation from the program. Depending on the nature of the special program review, the executive sub-committee may waive specific requirements if requested by the chair of the SPRC. The SPRC is to complete it report within the specified timeframe; it may request an extension from the executive sub-committee.

The report shall be completed following the approved form (appendix A). A copy of the report should be submitted to GMEC and to the program under review. The chair of the SPRC shall present a summary of the committee’s finding and recommendations (if any) at the next meeting of the GMEC. The program under review has the right to submit a written response and will have the opportunity to respond at the GMEC meeting. If a written response is submitted, it should be signed by the chair of the department and the program director. The GMEC will then consider the SPRC’s recommendations and vote to accept them or entertain other proposed motions. The committee’s report and the final action of the GMEC are to be included in the minutes for the meeting. The report and the response of the program are to be included in the next annual program evaluation submitted by the program.

Approved by GMEC on 06/10/14