**Annual Institutional Review Process**

Per the ACGME Institutional Requirements, the GMEC must demonstrate effective oversight of the Sponsoring Institution’s accreditation through an Annual Institutional Review (AIR). As a single-sponsor institution, the AIR will be conducted in conjunction with the Internal Medicine Residency Program’s Annual Program Evaluation (APE). The AIR will include monitoring procedures for action plans resulting from the review. The DIO will submit a written annual executive summary of the AIR to the Governing Body.

ARMC’s GMEC has identified the following institutional performance indicators for the AIR:

1. Notification of Internal Medicine program accreditation status and self-study visit
2. Results of the most recent institutional self-study visit
3. Results of the most recent CLER visit
4. Results of ACGME survey of Internal Medicine residents
5. Results of ACGME survey of Internal Medicine core faculty
6. Results of most recent academic year duty hours report
7. Documentation of a written commitment to GME
8. Documentation of up-to-date institutional GME policies and procedures to include:
	1. Resident eligibility and selection policy
	2. Resident appointment and promotion policy
	3. Grievance policy
	4. Vacation/leave of absence policy
	5. Physician impairment policy
	6. Harassment policy
	7. Accommodation for disabilities for policy
	8. Resident supervision policy
	9. Duty hour policy
	10. Vendor policy
	11. Non-competition policy
	12. Disaster policy
	13. Reduction/closure of residency program(s) policy
* Previous year action plan reviewed
* Recommendations for institutional improvement developed
* Summary of institutional strengths
* Summary of opportunities for institutional improvement
* Action plans to address any deficiencies identified by AIR