*DRAFT*

**Sample GMEC Policy**

**Special Review**

Policy: Special Review

Effective Date: July 1, 2014

Policy Number:

Purpose:

To demonstrate effective oversight of underperforming ACGME accredited residency and fellowship programs by the GMEC through a special review process.

Policy:

The GMEC will establish criteria for identifying underperformance, develop a protocol to use for a special review and provide a report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes.

Procedure:

1. The GMEC will identify underperformance through established criteria. This may include, but is not limited to, the following:

[Provide a list of criteria that you will use along with specific indications. This list of criteria is for example only and is NOT to be taken as an ACGME requirement. The GMEC must decide on criteria and thresholds that will be used specific for the institution]

* 1. Resident, faculty, program staff attrition
		1. Change in program director more than every 2 years
		2. Greater than 10% resident withdrawal, transfer or dismissed for 2 years
	2. Scholarly activity
		1. [continue on with specifics for each criteria that you have chosen]
	3. Board pass rate
	4. Clinical experience
	5. Results of ACGME resident and faculty surveys
	6. Complaints or communication against a program
	7. Program inability to meet established ACGME and RRC requirements
1. Special Review:
	1. When a program has shown to have met one of the established criteria [you may wish to say have to meet 2 or more, or a specific number], the GMEC will schedule a Special Review within 30 [the GMEC decides how many days – keep in mind that the review should be done rather quickly so that identified issues may be taken care of as soon as possible] days of being identified as underperforming.
	2. The Special Review will be conducted by a sub-committee [panel, group, person, etc. The GMEC decides how you want the review to be conducted] consisting of at least one member of the GMEC, one faculty, one resident/fellow and any other member deemed necessary by the GMEC. [The GMEC decides who will be on the committee].
	3. The Special Review Committee will request materials and data to be used during the Special Review.

[List any materials/data that the Special Review Committee may request]

* 1. The Special Review Committee will conduct the special review through review of materials, data and other information provided by the program and through interviews with identified individuals.

[List any required individuals or any other way that the Special Review may be conducted]

* 1. The Special Review Committee will prepare a written report to be presented to the GMEC for review and approval. At a minimum, the report will contain:
		1. A description of the quality improvement goals to address identified concerns
		2. A description of the corrective actions to address identified concerns
		3. The process for GMEC monitoring outcomes of corrective actions taken by the program
1. Monitoring of Outcomes
	1. The GMEC will monitor outcomes of the Special Review.

[List how the GMEC will monitor outcomes - through progress reports, other reports/data, accreditation results, etc.]

Approved: Date