**SAMPLE MEDICAL CENTER**

**GRADUATE MEDICAL EDUCATION**

**SPECIAL REVIEW COMMITTEE REPORT**

**A. PROGRAM REVIEWED:**

|  |  |
| --- | --- |
| **ACGME ID #:** | **Program:** |
| **Program Director:** | **Coordinator:** |
| **Date of Special Review:** | **Report Submitted to GMEC:** |
| **Type of Special Review:** |  |

|  |  |
| --- | --- |
| **Date of Most Recent RC Site Visit:** | **Date of ACGME Accreditation Letter:** |
| **Most Recent Accreditation Status:** | **Date of Self-study:**  **Date of next Site Visit:** |

**B. SPECIAL PROGRAM REVIEW COMMITTEE:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Dept** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**INDIVIDUALS INTERVIEWED:**

|  |  |
| --- | --- |
| **Title** | **Name** |
| **Department Chair** |  |
| **Program Director** |  |
| **Program Coordinator** |  |
| **Faculty (Key) Members** |  |
| **Residents** |  |

**MATERIALS USED AND REVIEWED BY THE SPECIAL REVIEW COMMITTEE:**

[Sample List of Materials used for a Special Review. You do not need to use all of these or may use others. Use the documents that are relevant to the situation]

1. The ACGME Institutional, Common and Program specific standards
2. The Program’s Annual Program Evaluation (APE) [and all supporting documentation]
3. The Institutional Performance Indicators from the Annual Institutional Review (AIR)
4. Reports of Resident and Faculty ACGME annual anonymous surveys
5. Program’s Response to Citations following last Site Visit
6. Program’s ACGME WebAds Annual Update (most recent update prior to Special Review)

**C. CRITERIA THAT PROMPTED SPECIAL REVIEW and REVIEW PROCESS APPLIED:**

**List performance indicators that prompted special review and center questions around these areas to identify root cause of problem; provide a summary of why goals are not being met for the performance indicators according to the interviews conducted.**

[Accreditation Status]

[Citations]

[ACGME Resident Survey]

[ACGME Faculty Survey]

[Resident Attrition]

[Board Pass Rate]

[Faculty Development]

**D. RESULTS OBTAINED BY THE SPECIAL REVIEW COMMITTEE**

1. **Quality Improvement Goals for the Program (**Convert to SMART format for action plan)
2. **Corrective Actions** (Convert to SMART format for action plan)

[Accreditation Status]

[Citations]

[ACGME Resident Survey]

[ACGME Faculty Survey]

[Resident Attrition]

[Board Pass Rate]

[Faculty Development**]**

**E. Other findings/recommendations/actions**

**F. GMEC Monitoring methods**

**Program Special Review Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **ISSUE** | **CORRECTIVE ACTIONS** | **PROGRESS** | **STATUS & DATE OF REVIEW** |
| **ACGME Faculty Survey** | *Sufficient time to supervise residents/fellows; Worked on scholarly project with residents/fellows*  Arrange for protected time for faculty that alleviates their clinical assignments so that they may dedicate more time to resident supervision and didactic teaching  S – Core faculty will receive at least 4 hours of protected time per week.  M – Core faculty contracts to be updated to include at least 4 hours protected time per week by June 30.  A – Two months to complete is appropriate.  R – ACGME requires protected time; other programs have implemented.  T – Although time will be provided immediately, current schedules may not permit implementation. Faculty will be responsible for blocking time in future scheduling. | The department has secured at least a day of protected time for administrative and research mentorship for all core faculty members; the core faculty will not be assigned clinical duties during their dedicated protected day each week. Faculty confirmed, via email, they received new contract and understand how to the use protected time. | **[07/21/20]**  **[Closed]** |
| **ACGME Faculty Survey** | Offer honorariums for specialty lectures.  S – Provide $200 stipend to specialty volunteer faculty.  M – 100% of volunteer faculty giving scheduled lecture.  A – Schedules are made well in advance to allow faculty time to prepare and block out time  R - $200 is the standard rate the SI pays volunteer faculty for lectures.  T – Expected to begin with new academic year | The department has applied to the finance/operations department to request an increase in budget that would allocate funds to pay voluntary faculty an honorarium of $200 for each lecture they give for the residency program. | **[07/21/20]**  **[In Progress]**  **Next update – October 2020** |
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