



Annual Institutional Review Policy

Effective Date: February 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: February 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: [I.B.5.c]
Origination Date: February 2016	ACGME Common Program Requirement #:

POLICY STATEMENT

This policy is to establish an Annual Institutional Review process for TIGMER and to identify institutional performance indicators for the Annual Institutional Review (AIR) and reporting and monitoring processes.

The GMEC will appoint members of the Institutional Review Subcommittee on an annual basis to review the performance indicators and prepare the report for the GMEC.

Performance Indicators

The Annual Institutional Review (AIR) will include, but not be limited to, the following performance indicators:

- Results of the most recent institutional self-study visit
- Results of the most recent institutional accreditation status.
- Results of ACGME Surveys of Residents/Fellows and Core Faculty.
- Notification of ACGME-Accredited Programs accreditation status and self-study visits.
- Aggregate results of ACGME-Accredited Program performance indicators.
- Results of Programs response to the domains of ACGME CLER Review.
- Compliance with up to date, signed institutional agreements, Mission Statement, Inter-Institutional Agreement, Affiliation Agreements, Program Letters of Agreement (PLA)
- Results of Annual Program Review.
- Review status of Residency Review Committee Citations.
- Results of most recent Clinical Learning Environment Review (CLER)
- Resident/Fellow Scholarly Pursuits
- Resident/Fellow Patient Safety/Quality Improvement Projects
- Faculty Scholarly Pursuits
- Faculty Patient Safety/Quality Improvements

Report to GMEC

- A written Executive Summary of the Annual Institutional Review will be submitted to the Graduate Medical Education Committee (GMEC) by the Institutional Review Subcommittee.
- Any item listed above that is found by the GMEC to be out of compliance will be monitored by the GMEC for progress. The frequency of the reporting shall be determined by the DIO based upon the nature of the noncompliant item.

- Should any item(s) need monitoring, the GMEC may charge the Subcommittee to conduct additional document review, develop objectives and/or corrective action plan, review citation correction progress and/or conduct appropriate mentoring.
 - Recommendations of the Subcommittee shall be reported to the full GMEC for approval.
- The GMEC may stipulate additional monitoring procedures for action plans resulting from the Subcommittee's review.

Report Dissemination

- In accordance with the ACGME Institutional Requirements (I.B.5.c.), the DIO must submit a written annual executive summary of the AIR to the following governing bodies:
 - TIGMER Board of Directors
 - UIWSOM Dean
 - Corporate Member (UIW)
 - CEO's of each TIGMER member institution

REASON FOR POLICY

This policy is to establish an Annual Institutional Review process for TIGMER and to identify institutional performance indicators for the Annual Institutional Review (AIR) and reporting and monitoring processes.

PROCEDURES

FORMS/INSTRUCTIONS

RESPONSIBILITIES

FAQ

ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

DEFINITIONS

RELATED INFORMATION

HISTORY