USF Health - Morsani College of Medicine  
GME POLICY & PROCEDURE

Title: Special Review Policy  
GME # 110  
Effective Date: 6/13/2018  
Approved: 9/9/2015

Scope: This policy applies to all USF Health Morsani College of Medicine ACGME accredited programs, the Special Assessment Subcommittee (herein after SAS), Special Review Team and the Graduate Medical Education Committee who oversees this process.

Background: The Graduate Medical Education Committee (herein after GMEC) must demonstrate effective oversight of underperforming programs through a Special Review process. The Special Review process must include a protocol that establishes criteria for identifying underperformance and results in a report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes. The ultimate goals of Special Reviews are to improve the quality of USF GME training programs and to reduce the number of ACGME citations received by our programs. The Special Review process is designed to 1) critically assess and identify areas for improvement of the educational and clinical training experience provided to residents and fellows, 2) improve program compliance with ACGME requirements, and 3) guide programs in making corrective actions where necessary.

Policy: Once a program is identified as underperforming, SAS, under the auspices of the GMEC, will assign a Special Review Team to conduct a focused or full review of the program, which will result in a formal report that includes quality improvement goals and corrective actions recommended for the program, as well as, the process by which SAS will monitor the program’s outcomes. SAS will also provide updates at the bi-monthly GMEC meetings.

Procedure: Programs may be identified as underperforming by the Program Review Subcommittee according to a variety of criteria, including but not limited to:
- Concerns identified and communicated to the GME Office by residents or faculty in a particular program;
- Failure to submit GMEC required data on or before identified deadlines (ex. the Annual Program Evaluation Summary);
- Program-specific issues identified by the GMEC or its subcommittees;
- Issues identified by the Institutional Dashboard Metrics such as concerns related to the underperformance in the annual ACGME resident or faculty survey, case log and board pass rate.
- Failure to submit ACGME required data on or before identified deadlines.
- Escalation of ACGME accreditation status to accreditation with warning or citations and/or multiple areas of improvement noted on annual ACGME accreditation review

Procedure for Review
A. Notification: The Program Review Subcommittee will recommend program(s) who meet the established criteria of underperformance to the SAS for further assessment. The program(s) identified as underperforming will be notified of Special Review and the process will commence. The Chair of SAS will also notify GMEC.
B. Preparation
   1. SAS will identify the specific concerns that are to be reviewed as part of the Special Review Process. Concerns may range from those that broadly encompass the entire operation of the program to single, specific areas of interest. The program being reviewed will be asked to submit documentation prior to the actual Special Review that will help
the panel gain clarity in its understanding of the identified concerns.

2. SAS will assemble the Special Review Team. The Special Review Team must include, at minimum, one program director/faculty member, one resident, one education coordinator, and one member from SAS. All individuals from the Special Review Team must be from within the Sponsoring Institution but not from within the GME program being reviewed. Additional reviewers may be included on the Special Review Team as determined by the SAS, GMEC and DIO.

C. The Special Review:

1. Materials and data to be used in the review process shall include:
   i. The ACGME Common, specialty/subspecialty-specific Program, and Institutional Requirements in effect at the time of the review;
   ii. Accreditation letters of notification from the most recent ACGME reviews and progress reports sent to the respective RRC;
   iii. Previous Annual Program Evaluations (APE);
   iv. Results from most recent internal and external resident and faculty surveys; and,
   v. Any other materials the Special Review panel considers necessary and appropriate.

2. The Review will be organized similarly to a RRC Site Visit. The Special Review Team will interview the program director and education coordinator, SAS (or Peer) selected residents/fellows and SAS selected faculty. Summaries of the interview will be collected from each Special Review Team member which in turn will be de-identified and submitted to SAS for further assessment.

D. Report: SAS will formalize a report following the special review (see attached template). A clear, concise summary of the Special Review will be completed and mechanisms to correct identified deficiencies will be recorded and addressed subsequently by the SAS and GMEC. This report will be presented formally to the GMEC by the Chair of the SAS.

E. Monitoring of Outcomes: The SAS shall monitor outcomes of the Special Review process for one academic year. The program will be required to report out each GMEC meeting on progress on action items identified through special review. The SAS will assess program at year-end to determine if the program special review process is:

1. Complete: Program has shown satisfactory improvement in identified areas of weakness and completed action plan as recommended.
2. Complete Conditional of post assessment: While program has shown some improvement, SAS has to further assess to determine satisfactory status. (Ex. Resident survey shows improvement but still areas of non-compliance)
3. Extended: Program has not shown improvement and/or continuing to trend downward. SAS will establish and monitor additional action items, if required, and alert DIO, Department Chair and GMEC of extended status.

At the conclusion of the special review cycle SAS will meet with each program who received a special review to discuss their status. After each program is notified a formal report will be given to GMEC regarding the status of each program who received a special review.

APPROVED: [Signature]

Senior Associate Dean, Graduate Medical Education

C:p&P/GME-110 Special Review
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