



**USF Health - Morsani College of Medicine
GME POLICY & PROCEDURE**

Title: Special Review Policy	GME-110
Page: 1 of 3	

Scope: Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) residents and fellows (“Residents”) in Accreditation Council for Graduate Medical Education (“ACGME”) accredited programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

Background: Per the ACGME Institutional Requirements I.B.6, the Graduate Medical Education Committee (“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.

Policy: Any program whose accreditation status is escalated to warning status, will automatically be identified as underperforming and subject to a full special review. Programs may also be identified as underperforming according to a variety of criteria, including but not limited to:

- Issues identified by the Program Dashboard Metrics such as concerns related to the underperformance in the annual ACGME resident or faculty survey, case log and board pass rate.
- 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;
- Failure to submit ACGME required data on or before identified deadlines.
- Program Attrition (ex. Frequent change in program director)

If a program is identified as underperforming, the Special Assessment Subcommittee (“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 timely report that includes quality improvement goals, corrective actions recommended for the program, as well as the process and timeline by which SAS will monitor the program’s outcomes [IR I.B.6.a).(2)]. SAS will provide updates at the bi-monthly GMEC meetings.

Title: Special Review Policy	GME-110
Page: 2 of 3	

Procedure for Review

A. Notification:

1. The Program Review Subcommittee, GMEC, Designated Institution Official (“DIO”), or Program Leadership can recommend program(s) who meet the criteria of underperformance to the SAS for further assessment.
2. SAS will determine if a special review is warranted and whether that review should be full or focused. In general, a focused review will address and assess specific aspects of a program, whereas a full review will address and assess compliance with all applicable ACGME requirements.
3. 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. The program being reviewed will be asked to submit documentation prior to the actual Special Review that will help SAS and the Special Review Team gain clarity in their understanding of the identified concerns.
2. SAS will assemble the Special Review Team. The Special Review Team should include, at minimum, one program director/faculty member, one resident, and one program administrator. 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 (as applicable);
 - 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 Special Review Team will interview the program director and program administrator, residents and program selected faculty.

D. Report: SAS will formalize a timely report following the special review. The final report will be sent to GMEC and program leadership.

E. Monitoring of Outcomes: SAS will monitor outcomes of the Special Review process for one academic year. SAS will provide a timeline on when the program will be required to provide a progress report on action items to the subcommittee. SAS will provide feedback on reports to the program and report program progress at the GMEC meeting. The SAS will assess program at year-end to determine if the program special review process is complete or extended.

Title: Special Review Policy	GME-110
Page: 3 of 3	

APPROVED:



Senior Associate Dean, Graduate Medical Education/DIO

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