

<b>SUBJECT</b>	<b>NUMBER</b>
<b>ANNUAL INSTITUTIONAL REVIEW (AIR)</b>	<b>GME-36</b> Attachments <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>KEY WORDS</b>	<b>EFFECTIVE DATE</b>
GMEC	June 1 2015
<b>CATEGORY</b>	<b>LAST REVIEW DATE</b>
Business Practices (BP)	January 2021
<b>MANUAL</b>	<b>NEXT REVIEW DATE</b>
Graduate Medical Education	January 2024
<b>ISSUED BY</b>	<b>ORIGINATION DATE</b>
Graduate Medical Education	June 1, 2015
<b>APPLICABLE</b>	<b>RETIRED DATE</b>
Applies to all HealthPartners Institute-sponsored post-graduate medical/dental training programs. The term "trainee" applies to residents and fellows.	Not Applicable
<b>REVIEW RESPONSIBILITY</b>	<b>CONTACT</b>
Graduate Medical Education Committee (GMEC)	Graduate Medical Education

#### **PURPOSE**

To define the Annual Institutional Review process whereby the Graduate Medical Education Committee assesses ACGME-accredited program and institutional quality. The AIR committee, a sub-committee of the GMEC, conducts the review, with the review process culminating in an AIR Executive Summary report presented to the HealthPartners Institute governing board.

#### **SCOPE**

This policy applies to all HealthPartners Institute-sponsored post-graduate medical training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME).

#### **DEFINITIONS**

Program Evaluation Committee (PEC) - Per ACGME requirements, each ACGME-accredited program ("Program") must establish a Program Evaluation Committee to conduct an annual program evaluation (APE), reviewing evaluations of the program, trainee performance, overall program quality and setting an action plan for the year.

Annual Program Evaluation Form (APE Form) - Form submitted to the Office of Health Professional Education via New Innovations with information about progress toward achievement of program goals and the PEC's action plans.

#### **RESPONSIBILITIES/PROCESSES**

1. Programs enter complete and accurate Program and trainee information into the ACGME's Web ADS system on an annual basis.
2. Program PECs meet annually to set action plans based on previous years' information and complete the APE form.
3. Office of Health Professional Education staff members synthesize Program information from New Innovations, Web ADS summary reports, ACGME survey results, and APE forms to create individual Program reports and an institution report.

4. The AIR committee meets annually to review the Program reports and institution report to determine if Programs' performance is satisfactory or require a Special Review (See GME-37 Special Review). The AIR committee also reviews the institutions performance.
5. Office of Health Professional Education staff members synthesize information from Program reports, the institution report, and AIR committee findings into an AIR Executive Summary report.
6. The Executive Director of Health Professional Education presents the AIR Executive Summary report to the HealthPartners Institute governing board.

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