

<b>SUBJECT</b>	<b>NUMBER</b>
<b>SPECIAL REVIEW</b>	<b>GME-37</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 Special Review process whereby the Graduate Medical Education Committee, through the Annual Institutional Review (AIR) sub-committee (see GME-36), establishes a plan of action for underperforming programs.

## 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

AIR - The Annual Institutional Review of institution and program quality conducted by the AIR Committee, a sub-committee of the GMEC.

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.

## POLICY

A Special Review is a detailed internal review of an underperforming program by the AIR committee, a GMEC sub-committee, resulting in a performance improvement plan for that program. Special Reviews can occur at any time throughout the year and are initiated and conducted by the members of the AIR committee.

Special Reviews are initiated primarily through the AIR process, but can occur at any point throughout the year. Events triggering reviews include, but are not limited to, programs requesting a review, trainees

reporting a major issue to the Office of Health Professional Education and a program receiving a Focused Site Visit by their ACGME Review Committee.

When notified of a Special Review of their program, the program director is required to provide program information pertaining to the nature of the underperformance. Additionally, they are required to be in attendance and encourage trainees to attend the Special Review meetings. Once the improvement plan is in place, the program director will update the GMEC regularly of program progress until issues have been resolved.

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