

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
GRADUATE MEDICAL EDUCATION
Standard Policy and/or Procedure

TITLE: Special Review Policy

APPROVED: 3/31/16

REVISED: 2/8/19; 11/22/19; 06/17/21

EFFECTIVE DATE: 3/31/16; 2/8/19; 11/22/19; 06/17/21

PURPOSE: To establish criteria for identifying program underperformance and the special review process.

POLICY STATEMENT: In alignment with the ACGME Institutional Requirements, the GMEC will establish criteria for identifying program underperformance and outline the special review and monitoring processes.

PROCEDURE(S):

A Special Review will take place if any of the following criteria apply:

1. Initial Accreditation with Warning
2. Continued Accreditation with Warning
3. Adverse accreditation statuses:
 - a. Accreditation Withheld
 - b. Probationary Accreditation
 - c. Withdrawal of Accreditation
 - d. Reduction in Resident Complement
4. Any other underperformance scenarios deemed justifiable by the GMEC.

Special Review Process:

1. The GMEC Chair will assemble a Special Review Committee (SRC) within 7 working days from the ACGME notification letter or when determined by the GMEC.
 - a. The Special Review will be conducted by an ad hoc committee consisting of at least one member of the GMEC (who will chair this committee), one core faculty (may be a GMEC member), one resident/fellow, and any other member deemed necessary by the committee.
 - b. Each member should be from a program other than the one being reviewed. The Special Review Chair will conduct the review within 20 working days.
 - i. If a training program chooses to contract with an independent external consultant, the SRC will use the consultant's report and recommendations as a component of its special review evaluation and action plan.
 - c. The GME office will prepare a binder for the SRC. The binder will include the following materials; however, other materials may be requested by the committee.
 - i. Special Review Agenda
 - ii. Special Review Committee Policy
 - iii. ACGME Accreditation Letter (*most recent*)
 - iv. ACGME Resident Survey Report (*most recent*)
 - v. ACGME Faculty Survey Report (*most recent*)

- d. The SRC will meet twice:
 - i. **SRC Orientation Meeting** – this meeting will take approximately 1 ½ hour. The SRC will meet with the Designated Institutional Official (DIO) for orientation, to review the SRC binder, to go over the logistics of the process, and to set-up *Meeting #2*.
 - ii. **Special Review** – this meeting will take approximately 4 hours:
The SRC will conduct interviews with the identified individuals listed below.
 - 1. Session 1 – Representative Sample of Residents/Fellows (**1 hour**)
 - 2. Session 2 – Representative Sample of Core Faculty (**30 minutes**)
 - 3. Session 3 – Program Director and Coordinator (**1 hour**)
 - 4. Session 4 – Department Chair (**30 minutes**)
 - 5. Session 5 – SRC convenes to review findings (**1 hour**)
 - e. The SRC Chair will submit the Special Review Committee Report ***within five (5) business days*** to the Designated Institutional Official (DIO) and present it at the next monthly GMEC meeting for review and approval.
 - f. At a minimum, the Special Review Committee Report will contain:
 - i. Citations or Areas for Improvement (AFIs)
 - ii. A summary of relevant findings
 - iii. Action Plan(s)
 - iv. Timeline
2. Monitoring of Outcomes
- a. The GMEC will monitor outcomes of the Special Review as follows:
 - i. The program will provide quarterly progress reports to the GMEC until the corrective actions have been successfully implemented.