



UCF/HCA Healthcare Annual Program And Special Review Policy



Purpose: The Graduate Medical Education Committee (GMEC) must demonstrate effective oversight of underperforming program(s) through a Special Review Process (I.B.6).

Policy Summary: The oversight protocol results in timely special reviews that describe quality improvement goals, corrective actions, and GMEC monitoring of outcomes with timelines.

1. The Designated Institutional Official (DIO) reviews programs on a monthly basis. This information is recorded on an Accreditation Dashboard which includes information regarding individual program's accreditation status, faculty (numbers, specialty needs, etc.), residents (in training and board scores, remediation, etc.), ACGME evaluations, work hours/supervision, and hospital/other. Items identified in the annual program evaluation (APE) are also included as part of this dashboard as appropriate. Action items identified are recorded on this dashboard and followed up at least monthly, and the Accreditation Dashboard is reviewed in its entirety by the GMEC monthly.
2. This Accreditation Dashboard is used to identify underperforming or at-risk programs. These, as well as programs that receive an adverse ACGME Accreditation status, will be subject to a special review. Adverse accreditation status includes all programs with Initial or Continued Accreditation with warning, probation, or others described in ACGME policies.
3. The DIO appoints a team of at least 3 experienced GME professionals, to include a program director and a GME leader, to review programs selected for special review. The special review team meets with the program director, faculty, residents, and key supporting personnel and reviews supporting ACGME ADS and other relevant documentation.
4. The special review report will note deficiencies found, describe a plan for moving forward, and provide a timeline for expected completion. This report will be provided by the team in a timely manner to the DIO and the program leadership.
5. All special review reports will be reviewed by the GMEC and identified Action Items will be incorporated into the Accreditation Dashboard, and status will be followed by the DIO and reported to the GMEC on a monthly basis.