The University of Alabama Hospital Graduate Medical Education Policy and Procedure	GMEC Approved Date: May 6, 2025
Special Review Policy	Next Review Date: Spring 2026

PURPOSE:

The Graduate Medical Education Committee (GMEC) must demonstrate effective oversight of (an) underperforming program(s) through a Special Review policy.

> 1.15.a. The Special Review policy must include a protocol that:
>> 1.15.a.1. establishes a variety of criteria for identifying underperformance that includes, at a minimum, program accreditation statuses of Initial Accreditation with Warning, Continued Accreditation with Warning, and adverse accreditation statuses as described by ACGME policies; and,
>> 1.15.a.2. results in a timely report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes, including timelines.

This policy defines underperforming ACGME-accredited programs and identifies the process for a special review.

POLICY:

Criteria for Review – TIER 1:

The GMEC **must** conduct a special review if one or more of the below criteria is met:

1. Program Accreditation status is:
   - Initial Accreditation with Warning
   - Continued Accreditation with Warning
   - Probationary Accreditation
   - Accreditation Withheld
   - Withdrawal of Accreditation (including expedited)
2. Complaint against the program placed with the ACGME
3. Transferred program from another Sponsoring Institution
4. At the request of the Designated Institutional Official (DIO) and the GMEC Executive Committee

The decision for a special review will be discussed with the GMEC Executive Committee and GMEC and a vote will occur in adherence to the policy.

Criteria for Review – TIER 2:
The GMEC Executive Committee will use the criteria listed in the below table to recommend a GMEC vote to conduct a special review if four or more (yellow or red indicators) of the criteria has been identified by utilizing the GME Special Review Dashboard.

The GMEC may identify underperformance through the following criteria, which may include, but not limited to, the following:

Special Review Indicators

	Minimal to No Risk	Some Risk	Most at Risk
ACGME Trends	None	---	Same issue on ACGME Resident or Faculty Survey & ACGME Letter of Notification
ACGME Resident Survey - Resident's Overall Evaluation of the Program	% answered Very Positive ≥ to National Mean	---	% answered Very Positive < National Mean
ACGME Resident Survey - Residents Can Raise Concerns without Fear and Satisfied with Process to Deal with Problems and Concerns	Both Survey Questions above > National Mean	One Survey Question < the National Mean	Both Survey Questions < the National Mean
ACGME Faculty Survey - Faculty's Overall Evaluation of the Program	% answered Very Positive ≥ to National Mean	---	% answered Very Positive < National Mean
UAB GME Work Environment Survey (Internal Survey) - Negative Program View Index	Percent positivity ≥ 80% AND ≤ 1 respondent Slightly Disagree	Percent positivity < 80% AND/OR > 1 respondent Slightly Disagree OR percent positivity ≥ 80% AND ≤ 1 respondent Moderately or Strongly Disagree	Percent positivity < 80% AND any respondent Moderately or Strongly Disagree
Citations	No new citations or resolved citations	Area for Improvement/ New Citation	Extended Citation
Citations related to 80-hour work week	No new citations	Area for Improvement/ New Citation	Extended Citation
Board Pass Rate	>80% Pass Rate based on Provided Data in APE for past three exam cycles [either three or six years depending on certifying exam availability]	---	< 80% Pass Rate on Provided Data in APE in the past three exam cycles [either three or six years depending on certifying exam availability] or no data or inconclusive data is provided in APE
Work Hour Logging Compliance	At least 80% of trainees logging per policy	---	80% Compliance Not Met Per Policy
Program Complaint	No complaints received		Complaint received by a resident/fellow or faculty member to the DIO or other internal mechanisms

PROCEDURE

Timeline:

Once the criteria for the review is met, the discussion will be added to the upcoming GMEC Executive Committee and GMEC meeting agendas for discussion and vote.

If the GMEC votes in favor of conducting a special review of a program, the program will be notified following the GMEC meeting.

If the special review is time-sensitive, an electronic vote will be conducted.

Special Review Team:

A Special Review team of the GMEC is created to perform the special review. The Special Review team includes the DIO or ADIO, a voting Program Director, and a resident/fellow representative of the GMEC, not members of the program under review. A Program Coordinator (GMEC member who is not a member of the program under review) may also be invited to participate in the Special Review, as deemed necessary to the review. Additional members who are not members of the program under review may be recommended by the GMEC if deemed appropriate. The Chair of the Special Review team is the voting Program Director from another program.

Interviews:

At a minimum, the interviews conducted must include:

1. Chair, Special Review team and DIO or Associate DIO (ADIO), with all available residents/fellows by PGY class.
2. Resident representative from the GMEC, with peer-selected resident/fellows (1-2 from each class); together or separately based on availability.

Other interviews that may occur include:

1. Chair, Special Review team and DIO or ADIO, with core faculty members.
2. Program Coordinator from the GMEC, with program coordinator from the program
3. GME Office staff members as administrative reviewers, with program coordinator from the program to review requested documentation.
4. Others, as determined by the Special Review team.

The program coordinator from the program will work with the GME Office to schedule all interviews.

Documentation Review:

The DIO will determine the materials and data used during the Special Review.

The Special Review team will conduct a special review by reviewing materials, data, and other information provided by the program and through interviews with identified individuals. As requested, the Program Coordinator will facilitate the distribution of materials to the GME Office.

Report:

The Special Review team will prepare a Findings and Action Report to be presented to the GMEC for review and approval.

At a minimum, the report must include:

1. A description of the criteria of concern and findings regarding each concern,

2. Quality improvement goals to address identified concerns, and
3. The process for the GMEC to monitor outcomes of corrective actions taken by the program.

The Special Review Findings and Action Report is completed by the chair of the Special Review team, with input from the Special Review team members. The report will be submitted to the DIO and GMEC for discussion and comments. The Special Review team will meet with program leadership for a collaborative discussion and to identify quality improvement goals to address the identified concerns. The Special Review Findings and Action Report is a confidential document that will not be shared outside of the GMEC. The Special Review Findings and Action Report will be shared with the program, following the GMEC review. The DIO will encourage the program to share the findings with the residents/fellows and faculty and will encourage the program to include residents/fellows and faculty in the action plans.

Monitoring of Outcomes

Based on the Special Review Findings and Action Report, the Program Director, with support from the DIO/ADIO will develop an action plan to address all noted concerns. The Program Director will provide the GMEC with an action plan that will address all concerns. The DIO may ask the Program Director to update the action plan based on feedback received from the GMEC. The GMEC may also request follow-up meetings with residents/fellows and/or faculty to monitor progress from the action plans.

The Program Director will update the GMEC on the action plan based on the monitoring section in the report in writing to the DIO for documentation purposes. Updates on each action item will be noted in the GMEC minutes. The GMEC may request more frequent updates or further follow up from the action plan progress.

Action plan updates will conclude with the completion of the action items The GMEC will vote on the following options:
1. The action plan has been successfully completed with no additional GMEC reports needed.
2. The action plan will be updated with continued GMEC requested updates required.

Attachments:
1. Special Review Action Plan Template

Action Plan Template

Concern	Action Items	Responsible Person(s)	Outcomes