

West Virginia University School of Public Health
Graduate Medical Education Policy on GMEC Special Review Protocol
(IR I.B.6, I.B.6a), I.B.6.a.)(1-2)

Special Program Reviews will be used by the GMEC as a tool to support those programs that demonstrate a need for intervention, through results of the Annual Program Review with the DIO, results of Review Committee accreditation review, or some other internal means. They may also be used for review of programs in initial accreditation. Results of the Special Program Review will be reported to the GMEC.

Criteria for initiating a GMEC Special Review may include, but are not limited to:

- ACGME resident survey results
- ACGME faculty survey results
- Negative Milestone Trends
- Letters of complaint sent to the ACGME
- Many departing faculty, or departure of key required specialty faculty
- Low board scores, low first time pass rate, or low board take rates
- Work Hour violations
- Annual Program Review with DIO
- Inadequate ADS reports
- Annual Program Data
- Self-Study site visits
- Results of Review Committee accreditation or some other internal means
- Other concerns initiated by the GMEC or DIO
- Button Hits

The Special Review Committee membership is within the Sponsoring Institution but not from within the department of the program under review and will be comprised of at least:

- one School of Public Health (SPH) faculty member
- one resident/fellow from a program in the School of Medicine (SOM)
- additional internal or external reviewers and administrators which may include
- the DIO, as determined by the GMEC
- one Program Manager from the SOM
- one person from the SOM GME office

Interviews will be conducted with:

- all residents. In addition, the GMEC expects that all available residents be present.
- Core Faculty from the program
- the Program Manager
- the Department Chair
- the Program Director
- other individuals as deemed appropriate by the GMEC Special Review committee depending on the circumstances of the Review.

Process for a Special Program Review

1. The GMEC will review the Annual Program Evaluation (APE) materials and either:
 - Accept
 - Ask for clarification/additional documentation
 - Determine the need for a Special Program Review (SPR)
2. If the need for an SPR is identified, a proposal, from the GMEC, for an SPR will be presented to the DIO. The DIO will either:
 - Accept the proposal
 - Modify the proposal
 - Reject the proposal
3. If the SPR proposal is accepted or modified, the SPR will be scheduled. If the SPR proposal is rejected, oversight of the program reverts to the standard APE process.
4. The SPR, will be scheduled and conducted, by the GMEC within 45 days of the DIO's approval.
5. The DIO will review the Special Program Review Report and either
 - Accept and create an action plan
 - Ask for clarification/additional documentation and create an action plan
6. Materials requested for the SPR will be determined by the GMEC and referenced in the proposal to the DIO. The materials will be selected based on the deficits identified.
7. The SPR Report and Action Plan created are presented to the Program Director within 30 days. Progress on action plans will be accessed at the time of the next APE.

Specific outcome measures:

The GMEC Special Review will outline a reporting structure, monitoring procedures and timeline, including written recommendations and procedures for follow-up to improve ACGME-accredited program performance in specified areas.

Because the GMEC Special Review is an interventional process, the focus is on improvement and anticipated measureable end-point progress. A progress report may be required.

Sample Timeline for SPR Process

Date	Action
June 1, 2017	The program will complete the Annual Program Evaluation (APE) and present to department faculty
June 10	Program Director and Department Chair meet to review APE
June 15	GMEC reviews APE. If they GMEC identifies a need for an SPR, one will be scheduled within 45 days.
July 30	The SPR will be conducted and a Special Program Review Report generated.
August 15	The GMEC will review the Special Program Review Report and either: a. Accept and create an action plan b. Ask for clarification/additional documentation and create an action plan
August 30	The Special Program Review Action Plan developed by the GMEC will be sent to the Program Director within 30 days of the SPR. Progress on action plans will be assessed at the time of the next APE.
June 2018	The Special Program Review Action Plan are assessed at the Annual Program Evaluation (APE)

Approved by GMEC July 17, 2018