

**Subject**  
**ANNUAL**  
**INSTITUTIONAL**  
**REVIEW (AIR)**



**Policy**  
**Number**

**GME 024**

**Effective**  
**Date**

**January**  
**2014**

## **ANNUAL INSTITUTIONAL REVIEW (AIR) GME 024**

### **1. Purpose**

This policy provides a process by which the University of Maryland Medical Center Midtown Campus, through its Graduate Medical Education Committee assures effective institutional oversight of GME and demonstrates accountability to the Sponsoring Institution's Governing Body through an annual summary of the Annual Institutional Review (AIR).

### **2. Scope**

This policy applies to the Graduate Medical Education Committee (GMEC), ACGME-accredited residency educational programs sponsored by University of Maryland Medical Center Midtown Campus (UMMC Midtown Campus).

### **3. Responsibility**

It is the responsibility of the DIO and all members of the GMEC and UMMC Midtown Campus officials to comply with this policy.

### **4. Procedure**

An Annual Institutional Review (AIR) shall be conducted by the GMEC itself or by an Ad Hoc committee designated by the Chair of the GMEC. Such Ad Hoc Committee, if established, shall consist of at least the DIO as chair at three other members of the GMEC one of whom shall be a resident member. Other members may be appointed as deemed appropriate by the DIO along with adequate support personnel.

The GMEC through the annually AIR will document a formal, systematic evaluation of institutional performance indicators which will include:

- ACGME notification of institutional accreditation status
- Results of the most recent CLER visit
- Results of the most recent institutional self-study visit
- Aggregate results of ACGME surveys of resident/fellows and faculty, and
- Aggregate results of ACGME-accredited program performance indicators.

## **5. Annual Institutional Review Report**

A written report of each AIR shall be presented to the GMEC and must include monitoring procedures for action plans resulting from the review, if any, for approval by the GMEC.

An executive summary of the AIR will be submitted annually to the Governing Body of the Sponsoring Institution.

## **6. Progress Reports**

As appropriate, the GME Committee shall monitor the progress of implementing and the response to and any action recommendations.