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OVMC-UCLA GMEC Special Review Policy

PURPOSE

The ACGME's Institutional Requirements charge the GMEC with demonstrating effective oversight of programs to ensure compliance with ACGME and Olive View- UCLA GME requirements.

This process must include a protocol that:

- establishes criteria for identifying underperformance; and,
- results in a report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes.

SCOPE

This policy applies to all Olive View-sponsored ACGME-accredited residency and fellowship programs at risk for underperformance, violation of ACGME requirements and other special circumstances.

POLICY

Special Review

Criteria for initiating a special review include one or more of the following:

A. ACGME Letter of Notification of Accreditation indicating:



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1. Accreditation with Warning
2. Probation
3. Proposed Withdrawal

B. Inquiry from ACGME Office of Resident Affairs

C. Annual ACGME Residents and/or Faculty Survey program means that fall below 3.0 in two or more domains excluding those domains in which the majority of the programs have less than 3.0.

D. Trending data from Annual ACGME or GME Resident or Faculty Surveys indicating concerns in the learning environment

E. Annual Program Evaluation and Improvement Plans that fail to satisfactorily address required elements, such as current citations, areas for improvement, and/or issues raised from prior Special Reviews.

F. Request from the Designated Institutional Official, including review based on concerns raised by Residents or Faculty



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G. Request from the Program Director

H. As per majority vote of the GMEC for all other circumstances

Special Review may be deferred at the recommendation of the DIO with approval by the GMEC.

PROCEDURE

I. Special Reviews include the following components when applicable:

A. Analysis of the following documents:

1. Documentation supporting program underperformance
2. Most recent Letter of Notification
3. Most recent ACGME Resident and Faculty Survey
4. Most recent Annual Program Evaluation and Improvement Plan
5. Program Requirements in effect at the time of underperformance
6. Additional documents appropriate to the criteria for underperformance as determined by the Special Review Committee

B. Interviews with those involved and/or potentially affected including Residents, Core Faculty, and other key individuals as identified

C. Review and discussion by the Special Review Committee resulting in recommendations and remediation action plans.



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i. Action Plans will be developed by the program under review and will include recommendations to the Special Review Committee

ii. Action Plans must contain reporting structure, monitoring procedures, and implementation timelines.

iii. Actions Plans must include a description of the corrective actions, and the process for GMEC monitoring of outcomes.

II. The Special Review Committee reports to the GMEC for approval of the proposed Action Plan, and for ongoing monitoring by the GMEC to ensure Action Plan completion and effectiveness.

III. The Special Review Committee shall consist of a GMEC faculty representative(s), GMEC trainee representative, and GME staff representative.

FORMS:

SUGGESTED SPECIAL PROGRAM REVIEW REPORT TEMPLATE

I. Program Identification

Program:



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Accreditation Status:

Trainee complement:

Date of Special Review Interviews:

Date Special Review Report Approved by GMEC:

II. Membership of Special Program Review Committee by name and position including year of training for any Resident/Fellow members:

III. Names of individuals interviewed by name and position including year of training for peer-selected Residents/Fellows or Name/Date of Town Hall Meeting

IV. Issues Identified with associated action plan including timelines for interventions and responsible parties

REQUIRED

Documentation supporting program underperformance

Letter of Notification when applicable

ACGME Resident and Faculty Survey

Annual Program Evaluation and Improvement Plan when applicable

ACGME Program Requirements

CONFIDENTIALITY OF SPECIAL REVIEW DOCUMENTS

The Special Program Review is a peer-review activity conducted by the GMEC. *Each Special Program Review Committee member will be required to sign a statement of confidentiality.*



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REFERENCES

ACGME REQUIREMENTS (Institutional Requirements (I.B.6.)

I.B.6. The GMEC must demonstrate effective oversight of underperforming program(s) through a Special Review process. (Core)

I.B.6.a) The Special Review process must include a protocol that: (Core)

I.B.6.a).(1) establishes criteria for identifying underperformance; and, (Core)

I.B.6.a).(2) results in a report that describes the improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes. (Core)

CONTACT

Laxmi Suthar, MD, FACP

Designated Institutional Official

Olive View- UCLA Medical Center

Date Approved by GMEC Subcommittee: 7/26/2022

Date Approved by GMEC : 9/21/2022

APPROVAL

Graduate Medical Education Committee

Laxmi Suthar, MD, FACP

Designated Institutional Official

Olive View- UCLA Medical Center

Benjamin Waterman, MD

Chief Medical Officer

Olive View- UCLA Medical Center



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CONFIDENTIALITY OF SPECIAL REVIEW DOCUMENTS

The Special Review is a peer-review activity conducted by the GMCC functioning as a Subcommittee of the Attending Staff Association and its Executive Committee.

As a member of the Special Review Committee for the (NAME OF PROGRAM BEING REVIEWED) you are committing to maintaining confidentiality of all aspects related to this review.

My signature confirms my understanding of the above statement and my commitment to maintaining confidentiality of all aspects of this Special Review.

Name/Signature

Date