

Policy Name: GME Annual Institutional Review	
Originating Officer (Title), Council, or Committee: Shelly Monks, Vice President and Chief Academic Officer, Designated Institutional Official	Effective Date: 07/23/2024
Approved By: General Medical Education Committee (GMEC)	Last Reviewed Date: 07/23/2024
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1.0 Scope:

1.1 Applicable Entities:

This policy applies to Texas Health Resources.

1.2 Applicable Departments:

This policy applies to the Texas Health Graduate Medical Education Program and its Trainees employed by Texas Health (“Institution”).

2.0 Purpose:

- 2.1 To provide guidelines and a process by which the Graduate Medical Education Committee (GMEC) demonstrates effective oversight of the Sponsoring Institution’s accreditation through an Annual Institution Review (AIR).

3.0 Policy Statement:

- 3.1 At Texas Health, we are committed to creating a workplace where diversity is celebrated, and inclusion exists at all levels. As such, Texas Health does not tolerate discrimination in any form or any behaviors that are incompatible with our core Values – Respect, Integrity, Compassion, and Excellence and Our Texas Health PromiseSM.

4.0 Policy Guidance:

- 4.1 In December of each year, the Designated Institutional Official (DIO) will conduct an Annual Institutional Review (AIR) by reviewing established institutional performance indicators. The time period for the AIR will be the previous academic year (July through June).

The AIR process must include:

- Most recent ACGME institutional letter of notification
- Results of the most recent ACGME surveys of Trainees and Faculty
- Annual Institutional Survey results;
- Annual ACGME Aggregate data;
- Results of the Trainee/core faculty ACGME survey;
- Results/recommendations of the most recent CLER review;

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- Annual Program Evaluation Review with Action Plans;
- Residency Review Committee (RRC) citations;
- Board Certification Pass Rate;
- Clinical and Educational Work Hour Compliance;
- Supervision and Accountability monitoring;
- Sufficient salary support, protected time, and resources for DIO, GME administration, and ACGME accredited programs;
- Compliance with up-to-date signed institutional agreements; and
- Programs ACGME accreditation status, notification of ACGME accredited programs' accreditation, and self-study visits.

4.2 The GMEC will review and approve the AIR. Upon receiving the GMEC approval, the AIR will be reviewed and approved by the Texas Health Board of Trustees.

4.3 Any item found to be out of compliance will be an agenda item for each GMEC meeting to monitor progress toward resolution.

5.0 Definitions:

5.1 DIO - Designated Institutional Officer

5.2 ACGME - Accreditation Council for Graduate Medical Education

5.3 Graduate Medical Education Committee (GMEC) - Responsible for policy and oversight Graduate Medical Education.

5.4 Trainee - Resident/Fellow in a sponsored Graduate Medical Education program.

6.0 Responsible Parties:

6.1 Graduate Medical Education Committee

6.1.1 Implementation and oversight of the policy is the responsibility of the GMEC.

7.0 External References:

7.1 [Current ACGME Policies and Procedures](#)

8.0 Related Documentation and/or Attachments:

Not Applicable

9.0 Required Statements:

Not Applicable