

**CONEMAUGH MEMORIAL MEDICAL CENTER
GRADUATE MEDICAL EDUCATION POLICY**

**GRADUATE MEDICAL EDUCATION
ANNUAL INSTITUTIONAL REVIEW POLICY**

Purpose

To formalize requirements for communication between Graduate Medical Education Committee (GMEC) and the Medical Staff and the Board of Directors to demonstrate effective oversight of the sponsored residency/fellowship programs through an Annual Institutional Review (AIR).

Applies To

All Conemaugh Memorial Medical Center Graduate Medical Education training programs and its Graduate Medical Education Committee.

Policy

Ongoing communication with the organized Medical Staff and Board of Directors about Graduate Medical Education programs and activities is required by GME oversight organizations

Procedure

- A. The Annual Institutional Review will include:
 1. Results of the most recent institutional self-study visit.
 2. Results of Surveys of Residents/Fellows and Core Faculty.
 3. Notification of Programs accreditation status and self-study visits.
 4. Results of Programs response to the domains of ACGME CLER Review
 5. Compliance with up-to-date, signed institutional agreements.
 - a. Mission Statement
 - b. Affiliation Agreements
 - c. Program Letters of Agreement (PLA)
 6. Results of Annual Program Review.
 7. Review status of Residency Review Committee Citations.
- B. The AIR must include monitoring procedures for action plans resulting from the review
 - a. Any item listed above that is found to be out of compliance will be monitored at every Graduate Medical Education Committee (GMEC) meeting for progress toward completion.
- C. The DIO must submit a written annual executive summary of the AIR to the Governing Body.

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References

IR: I.B.5.c. (GMEC Responsibilities)

GMEC Revised: 1/2016, 3/2018

Approved by GMEC: 1/2007