Institutional Review Subcommittee

The Graduate Medical Education Committee (GMEC) is responsible for the oversight of the Sponsoring Institution and their approved ACGME-accredited programs. The Sponsoring Institution is responsible for oversight and documentation of resident/fellow engagement in improvement processes within patient care and the learning and working environment. In order to pursue proper oversight, the Institutional Review Subcommittee, designated by the GMEC, is responsible for reviewing each program and assuring compliance with the Institutional and Program Requirements of the ACGME.

1. Policy
   Members will be appointed to the Institutional Review Subcommittee (IRS) to review all programs on an annual basis. The program being reviewed shall complete an Annual Program Evaluation (APE) form along with supporting documents and submit to the Institutional Review Subcommittee. The Institutional Review Subcommittee will review the documents and score the program based on the answers and required documents submitted. If after review, a program has scored below the minimum score or has a 30% variation (< 20), the program will be required to go through the Internal Review Process. After a program has been reviewed by the IRS, the program’s results will be presented to the GMEC.

2. Procedure
   - The Institutional Review Subcommittee consists of 6 members which are Program Directors of various programs and a staff member from the graduate medical education office.
   - The program being reviewed completes the APE form and submits to the GME Office no later than the first Tuesday of the program’s submission month.
   - In addition to the APE form, the program must submit the following documents:
     - Printed summary of the program’s ACGME WEBADS Annual Update
     - Copies of the action plan for the current year
     - Progress report on the action plan from the previous year
     - Departmental Program Evaluation policy and members list
   - The IRS meets on the 2nd Tuesday of the month and evaluates the program’s answers and the quality and safety of the environment for learning and patient care. The IRS reviews the program based on the APE form and additional documents submitted.
   - In reviewing the program, the IRS assesses the program’s resident/fellow engagement in the following six areas:
     1. Patient Safety
     2. Quality Improvement
     3. Transitions of Care
     4. Supervision
     5. Duty Hours
     6. Professionalism
   - The IRS also assesses the program’s compliance in monitoring and tracking in the following areas:
     - Resident Performance
     - Faculty Development
     - Graduate Performance
     - Program Quality
     - Progress on the previous year’s action plan
   - The IRS will then score the program based on the documents submitted. A total of 28 points may be earned. A score below 20 will result in the program going through the Internal Review Process.

The score of the programs being reviewed shall be reported monthly at the GMEC meeting (4th Tuesday) of the review month. The Program Directors and/or Associate Program Directors of the reviewed program are required to be present at the GMEC meeting in the program’s assigned review month.