

<b>The University of Alabama Hospital</b> Graduate Medical Education Policy and Procedure  Annual Institutional Review <b>Policy</b>	GMEC Approved Date: May 5, 2026
	Next Review Date: Spring 2027

**PURPOSE:**

The purpose of this policy is to establish an Annual Institutional Review (AIR) policy that is compliant with the ACGME Institutional Requirements.

**DEFINITIONS:**

Designated Institutional Official (DIO): A Designated Institutional Official (DIO) collaborates with a Graduate Medical Education Committee (GMEC) to ensure a Sponsoring Institution's and its programs' substantial compliance with the applicable ACGME Institutional, Common, and specialty- /subspecialty-specific Program Requirements.

Graduate Medical Education Committee (GMEC): The official committee that oversees the graduate medical education (GME) program.

**ACGME Institutional Requirements:**

The AIR includes the following components as stated in the ACGME Institutional Requirements.

1.14 The GMEC must demonstrate effective oversight of the Sponsoring Institution's accreditation through an Annual Institutional Review (AIR).

- 1.14.a. The GMEC must identify institutional performance indicators for the AIR, which include:
  - 1.14.a.1. the most recent ACGME institutional letter of notification;
  - 1.14.a.2. results of ACGME surveys of residents/fellows and core faculty members; and,
  - 1.14.a.3. each of its ACGME-accredited programs' ACGME accreditation information, including accreditation and recognition statuses and citations.
- 1.14.b. The DIO must annually submit a written executive summary of the AIR to the Sponsoring Institution's Governing Body.
  - 1.14.b.1. The written executive summary must include a summary of institutional performance on indicators for the AIR.
  - 1.14.b.2 The written executive summary must include action plans and performance monitoring procedures resulting from the AIR.

**AIR Subcommittee Membership and Process**

The GMEC Executive Committee, which serves as the AIR Subcommittee, is composed of GMEC members and includes one (1) resident/fellow, and conducts a review of performance indicators. The AIR Subcommittee meets in January of each year to review the performance indicators and propose action plans and performance monitoring procedures for GMEC review.

**Institutional Performance Documentation**

The AIR Report must include the following:

1. The Most Recent Institutional Letter of Notification
2. Status of Citations Received on the Last Institutional Site Visit
3. ACGME Resident/Fellow Survey Results for the Current Academic Year
4. ACGME Faculty Survey Results for the Current Academic Year
5. Summary of the Most Recent ACGME Program Letters of Notification and Status of Citations
6. Results of ACGME Site Visits Conducted During the AIR Year
7. Number of Residents Placed on Administrative Probation Due to USMLE Step 3/COMLEX Level 3 or Licensure Requirements for the AIR Year

8. Number of Residents Placed on Academic Probation, Terminated, or Resigned from a Program for the AIR Year
9. Annual Program Evaluation Dashboard Results for the Current Academic Year
10. Clinical Learning Environment Review (CLER) Dashboard Results for the Current Academic Year
11. Program Accreditation Dashboard Results for the Current Academic Year
12. Citations Related to the 80-Hour Work Week from the Most Recent ACGME Program Letters of Notification

**AIR Report and Action Plan**

The AIR report includes a GME-wide action plan to address priority areas for the institution based on the review of the performance indicators.

An Executive Summary of the AIR is presented to the Medical Executive Committee (Governing Body) by the DIO annually.