

The University of Alabama at Birmingham Graduate Medical Education Policy and Procedure AIR Policy	GMEC Approved Date: May 7, 2024
	Next Review Date: Spring 2025

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.

POLICY:

- I.B.5. The GMEC must demonstrate effective oversight of the Sponsoring Institution's accreditation through an Annual Institutional Review (AIR).
 - I.B.5.a) The GMEC must identify institutional performance indicators for the AIR, which include:
 - I.B.5.a).(1) results of the most recent institutional self-study visit;
 - I.B.5.a).(2) results of ACGME surveys of residents/fellows and core faculty members; and,
 - I.B.5.a).(3) notification of each of its ACGME-accredited programs' accreditation statuses and self-study visits.
 - I.B.5.b) The AIR must include monitoring procedures for action plans resulting from the review.
 - I.B.5.c) The DIO must submit a written annual executive summary of the AIR to the Governing Body.

AIR Sub-Committee Membership and Process

The AIR Subcommittee membership is the GMEC Executive Committee. The Executive Committee membership is broad in terms of Program Directors and specialties and includes 1 resident/fellow member. The AIR committee will begin the AIR in October of each year. The AIR will include a review of documents listed below. The review will consist of a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis and the generation of an Action Plan. The committee members will determine the number of meetings and the time needed to complete the process.

Institutional Performance Documentation

The AIR Report must include the following:

- A. The most recent ACGME institutional letter of notification (when available);
- B. Results of ACGME surveys of residents/fellows and core faculty (report of results)
- C. Each of its ACGME-accredited programs' ACGME accreditation information, including accreditation statuses and citations.

AIR Report and Action Plan

The AIR Report will include a GME-wide action plan to address at least 3 priority areas for the institution (based on the results of a SWOT analysis) and review of the documents.

An Executive Summary of the AIR will be presented to the Medical Executive Committee (Board of Directors) by the DIO annually.

Components of the Executive Summary

The Executive Summary will highlight the overall results of the AIR.