

<p>The University of Alabama Hospital Graduate Medical Education Policy and Procedure</p> <p>AIR Policy</p>	GMEC Approved Date: May 6, 2025
	Next Review Date: Spring 2026

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:

The Annual Institutional Review (AIR) will include 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 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 will begin 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.

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.
- D. Number of Residents/Fellows placed on Administrative Probation due to USMLE Step 3/COMLEX Level 3 and Licensure Requirements

- E. Number of Residents/Fellows either placed on Academic Probation, Terminated or Resigned from Program during the calendar year
- F. Dashboard Results – Annual Program Evaluation
- G. Dashboard Results – Clinical Learning Environment Review (CLER)
- H. Dashboard Results – Program Accreditation
- I. Citations related to the 80-hour work week
- J. Resident Demographics for Access and Engagement

AIR Report and Action Plan

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

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