

Project Vida Health Center  
Graduate Medical Education  
Policies and Procedures

Annual Institutional Review (AIR) Policy

APPROVED: 7/26/2023

EFFECTIVE DATE: 7/26/2023

**PURPOSE:** The ACGME requires that all institutions which sponsor ACGME accredited GME program(s), have an organized formal process to demonstrate effective oversight of the institution through an Annual Institutional Review (AIR) process (I.B.5). The Graduate Medical Education Committee is responsible for the development, implementation, and oversight of the annual review process. The AIR is to assess the quality of our program(s) and institution by monitoring institutional performance indicators chosen by GMEC.

**POLICY**

It is the Graduate Medical Education Committee's responsibility to ensure that the process shall be in accordance with ACGME standards. The GMEC identifies the need and process as stipulated in those standards.

**PROCEDURE:**

The Annual Institutional Review Performance Indicators will be compiled by the DIO, Director of Accreditation, and other GME Staff and Program Leadership as deemed necessary throughout the year. This team will identify any deficiencies in the institution in meeting performance indicators and required areas and make suggestions for addressing them. The team will develop initial action plans for monitoring and present them to the GMEC for review, additional recommendations, action items, and approval.

Due to the volume of material reviewed and the staggered and episodic reporting of that date to the institution, AIR will represent an ongoing performance improvement activity of the institution under the direction of GMEC. As the data for each of the performance indicators become available, it will be presented to GMEC according to the GMEC schedule and will be centrally collected in one repository (AIR Binder) for each academic year.

**PROCEDURE:** The GMEC must identify institutional performance indicators for the AIR, to include and at a minimum:

- Annual program evaluations.
- Most recent Institutional Letter of Notification (LON)
- Institutional Self-Study report (if available)
- Aggregated core faculty evaluations

- Aggregated resident evaluations
- Resident funding
- GME office resources (i.e., staffing, facilities)
- Program Self-Study and Pre-Self-Study reports
- Institutional wellness initiatives
- Institutional quality improvement and patient safety initiatives
- Resident scholarly pursuits
- Compliance with valid/updated institutional agreements
- Results of the Continuous Learning Education Review (CLER)
- Accreditation status and citations of accredited programs
- Core faculty and resident surveys
- Other performance measures as determined by the DIO, GMEC, and PVHC

The DIO must annually submit a written executive summary of the AIR to the Sponsoring Institution's Governing Body. The written executive summary must include:

- a summary of institutional performance on indicators for the AIR; and,
- action plans and performance monitoring procedures resulting from the AIR.