

Creighton University School of Medicine-Phoenix Policies

POLICY:	Special Review
GOVERNING BODY:	Graduate Medical Education Committee – Creighton University School of Medicine-Phoenix
GMEC APPROVAL DATE:	August 5, 2024; February 6, 2023
REVISED DATE:	August 5, 2024
ACGME ACCREDITATION STANDARD REFERENCE:	Institutional Requirement: I.B.6. Special Review process

PURPOSE

To ensure effective oversight and support of Graduate Medical Education (GME) programs by the Sponsoring Institution via the Designated Institutional Official and the Graduate Medical Education Committee (GMEC).

Specifically, this policy will:

- a. Establish criteria for placing programs under Special Review.
- b. Address the procedure to be utilized when a residency/fellowship program undergoes a Special Review.
- c. Define the process to be followed to monitor the performance of residency/fellowship programs that are responding to the findings and recommendations from the Special Review.

SCOPE

This policy applies to all GME programs sponsored by Creighton University School of Medicine-Phoenix (CUSOM-PHX).

POLICY

Criteria for placing a program under Special Review include, but are not limited to:

- a. Deviations from expected results in standard performance indicators:
 - i. Specialty Board Pass Rate must meet the ACGME requirements of the 80% pass rate over a three- and seven-year period for first-time test takers.
 - ii. Clinical Experience
 - Loss of major participating site(s)
 - Case log volumes measured by:
 - Any senior resident graduating without meeting 100% of the requirements
 - Case log numbers of non-senior residents that demonstrate concern for not being on track to graduate with sufficient numbers for competency, i.e., a major discrepancy or significant variation of logging amongst the residents in the respective program graduate year level.
 - iii. Loss of critical number of faculty or key specialists for training.
 - iv. ACGME Resident or Faculty Survey
 - Overall resident satisfaction scores as measured by the ACGME Resident Survey at less than 85% and the ACGME Faculty Survey with the overall score less than 85%.
 - v. Inability to meet major/core ACGME Common Program and ACGME specialty-specific requirements as rated on the related Annual Program Evaluation (APE) question with a critical.
 - vi. ACGME Review Committee's annual accreditation letter with 2 or more citations or 4 or more areas of concern.
 - vii. More than 30% of the ratings of the APE in the critical or caution category that are not

resolved within 30 days of the APE program meeting.

- viii. Failure to meet Work Hour logging compliance for three consecutive months.
- b. Communications about or complaints against a program indicating potential egregious or substantive noncompliance with the ACGME Common, specialty/subspecialty-specific Program, CLER requirements and/or Institutional Requirements, or noncompliance with institutional policy.
- c. Request from Program Leadership
- d. Assigned to the program by the ACGME of:
 - i. Initial Accreditation with Warning
 - ii. Continued Accreditation with Warning
 - iii. Any adverse accreditation statutes as described by ACGME policies.

PROCEDURE

1. **Designation:** When a residency/fellowship program is deemed to have met the established criteria for designation on Special Review, the DIO will present to GMEC for formal approval and monitoring of the program.
2. **Preparation for the Special Review:** The DIO shall identify the specific concerns that are to be reviewed as part of the Special Review process. Concerns may range from those that broadly encompass the entire operation of the program to single, specific areas of interest. Those concerns shall be outlined and presented to the program, reviewed, and presented for approval to GMEC.
3. **Special Review Report:** The program director shall submit an action plan created by the Program Evaluation Committee (PEC) to the GMEC that includes, at a minimum, a description of the review process, the findings, and action plans, with proposed timelines, that describes the quality improvement goals and corrective actions that address the concerns. The GMEC should offer comments or suggestions to the program director on the action plan. The action plan must be submitted within 60 days of the GMEC's designation of the program as on Special Review. The GMEC must also review and approve or modify the action plans. The DIO will determine how often the program must review its progress with the GMEC. This determination will be based on the severity of accreditation risk and how often measurements for the action plan are available.
4. **Monitoring of Outcomes:** The GMEC will monitor outcomes of the Special Review process, including actions taken by the program. The DIO will present to the GMEC when the program has met the criteria to come off special review. If the GMEC agrees, the program will be removed from special review.

AMENDMENTS OR TERMINATION OF THIS POLICY

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME institutional policy shall govern.

Creighton University reserves the right to modify, amend or terminate this policy at any time.