



Policy	
<b>TITLE:</b> Special Review	
<b>ISSUING DEPARTMENT:</b> Graduate Medical Education Committee Creighton University School of Medicine- Phoenix	<b>ORIGINALLY ISSUED:</b> 02/06/23
<b>DOCUMENT CATEGORY:</b> Institutional	<b>LAST REVIEWED:</b> 06/01/26, 08/05/24

## PURPOSE

To ensure effective oversight and support of Graduate Medical Education (GME) programs through a Special Review process. 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.

## POLICY

Criteria used to identify underperformance or concerns substantial enough to warrant a Special Review include

- a. Assigned to the program by the Accreditation Council for Graduate Medical Education (ACGME) or applicable specialty accrediting board of:
  - i. Initial Accreditation with Warning
  - ii. Continued Accreditation with Warning
  - iii. Any adverse accreditation statuses
  - iv. Two or more new or ongoing citations or four or more areas of concern
- b. Deviations from expected results in standard performance indicators:
  - i. Specialty Board Pass Rate below 80% over the preceding three-years for first-time test takers and below 80% ultimate pass rate over the preceding seven-year period.
  - ii. ACGME Resident and/or Faculty Survey: Overall scores are less than 85%. (Does not apply to non-ACGME programs)
  - iii. More than 30% of the ratings of the Annual Program Evaluation (APE) in the critical or caution category are not resolved within 30 days of the APE program meeting.
- c. Communications about or complaints against a program indicating potential egregious or substantive noncompliance with the ACGME Common Program Requirements, Specialty/subspecialty-specific Program Requirements, and/or Institutional Requirements, or institutional policies.
- d. Request from Program Leadership

Types of Special Reviews:

- Focused Review: Limited in scope; examines 1–2 specific areas of performance, compliance, or experience.
- Full Review: Comprehensive assessment of the entire program when systemic issues or  $\geq 3$  areas of noncompliance are suspected.

## PROCEDURE

1. **Designation:** When a residency/fellowship program is deemed to have met the established criteria for designation on Special Review, the Designated Institutional Official (DIO) will notify the Program Director and present to the Graduate Medical Education Committee (GMEC) for formal approval and monitoring of the program. The GMEC, in consultation with the DIO,

- determines the type of review and charges the SRS accordingly.
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. Those concerns shall be outlined and presented to the program, reviewed, and presented for approval to the GMEC.
  3. A **Special Review Subcommittee (SRS)** will be convened to synthesize findings and draft a Special Review Report with suggested corrective actions and benchmarks. The Special Review Report will be presented to the GMEC and shall include, 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 recommended the process for GMEC monitoring of outcomes, including timelines.
  4. The Special Review Report must be submitted to the GME Office within 90 days of the designation of the program on Special Review. A representative of the SRS will present an overview of the Special Review Report at the next regularly scheduled GMEC meeting.
  5. **Monitoring of Outcomes:** The GMEC must:
    - review the Special Review Report and approve or modify the action plan(s)
    - monitor outcomes of the Special Review process, including actions taken by the program
    - determine how often the program must review its progress with the GMEC. This determination will be based on the educational quality concerns and severity of accreditation risk and how often measurements for the action plan are available.
  6. The DIO will present to the GMEC when the program has met the criteria to be removed from GMEC Special Review. If the GMEC agrees, the program will be removed from Special Review.

## **SCOPE**

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

## **ADMINISTRATION AND INTERPRETATIONS**

The Graduate Medical Education Committee – Creighton University School of Medicine-Phoenix is responsible for the administration of this policy and may interpret its provisions as needed.

## **AMENDMENTS OR TERMINATION OF 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. The University reserves the right to modify, amend or terminate this policy at any time.

## **ACGME ACCREDITATION STANDARD REFERENCE**

1.15 Special Review Process