

Reporting on Citations & Internal Review Recommendations

Wisconsin Northern & Central GME Consortium (WiNC)

Initial GMEC Approval:	06-09-20
Last GMEC Review Date:	

Scope

This policy pertains to all WiNC-sponsored residency/fellowship programs.

Purpose

1. To better track and monitor program and institutional compliance with ACGME/ABPS requirements.
2. To outline a standardized reporting format which provides clarity for GMEC regarding:
 - a. Program/institution status on each citation/Internal Review (IR) recommendation
 - b. Plan of action to address each citation/IR recommendation
 - c. Identification of areas where GMEC assistance is needed
 - d. Identification of citations/IR recommendations that are adequately addressed and those that need further attention.

Procedure

1. Reporting format: A standardized reporting template approved by GME, will be used by the programs and institutional GME office for reporting to GMEC on citations and IR recommendations. This includes reports on:
 - a. Presentation of ACGME/ABPS notification letters with preliminary action plans
 - b. Presentation of Internal Review reports with preliminary action plans
 - c. Progress reports on the status and plans for addressing citations/IR recommendations.
2. Reporting schedule: Each program and the institution will:
 - a. Present its respective ACGME/ABPS notification letters and IR reports at the first GMEC meeting following its receipt. If receipt is less than four weeks prior to the GMEC meeting, the program/institution may choose to present only the notification letter/IR report, with a full report using the standardized reporting template at the subsequent GMEC meeting.
 - b. Present a progress report on addressing citations/IR recommendations annually and more frequently as determined by GMEC, or as requested by the program or institution.
3. GMEC decisions: GMEC will review and discuss reports presented by the programs and institutional GME office. From this, GMEC will determine the effectiveness of action plans and progress on each citation/IR recommendation and further follow-up action that may be needed.

Responsibilities

1. Program Directors are responsible for preparing and presenting complete and timely program reports to GMEC, using the standardized reporting template. In extenuating circumstances, reports may be presented to GMEC by a designated faculty member.
2. The DIO is responsible for:
 - a. Preparing and presenting complete and timely institutional reports to GMEC, using the standardized reporting format. In extenuating circumstances reports may be presented by the Chair of GMEC.
 - b. Tracking and scheduling dates for programs and the institutional GME office to present a report to GMEC.
3. GMEC is responsible for:
 - a. Reviewing reports and asking questions as needed for further clarification or detail.
 - b. Making a clear determination on:
 - i. Whether each citation/IR recommendation has been adequately addressed, or if further attention is needed.
 - ii. The effectiveness of the action plan in addressing each citation/IR recommendation.
 - iii. The level and type of involvement from GMEC that may be needed to ensure that unmet citations/IR recommendations are adequately addressed.

c. Assisting programs/institution as needed to ensure citations are fully addressed and IR recommendations are accomplished.

d. Determining when the program/institution will present its subsequent report.

Attachment

1. Standardized report template

For GMEC ACGME Reference

ACGME Institutional Requirements (2018)

I.A.2. The Sponsoring Institution must be in substantial compliance with the ACGME Institutional Requirements and must ensure that each of its ACGME-accredited programs is in substantial compliance with the ACGME Institutional, Common, and specialty-/subspecialty-specific Program Requirements, as well as with ACGME Policies and Procedures. ^(Outcome)

I.A.5.a) The Designated Institutional Official (DIO): The individual who in collaboration with the Graduate Medical Education Committee (GMEC), must have authority and responsibility for the oversight and administration of each of the Sponsoring Institution's ACGME-accredited programs, as well as assuring compliance with the ACGME Institutional, Common, and specialty-/subspecialty-specific Program Requirements;

I.B.4.a.) Oversight of:

I.B.4.a).(1) the ACGME accreditation status of the Sponsoring Institution and each of its ACGME-accredited programs; ^(Outcome)

I.B.4.a).(2) the quality of the GME learning and working environment within the Sponsoring Institution, each of its ACGME-accredited programs, and its participating sites; ^(Outcome)

I.B.4.a).(3) the quality of educational experiences in each ACGME-accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty-/subspecialty-specific Program Requirements; ^(Outcome)

I.B.5. The GMEC must demonstrate effective oversight of the Sponsoring Institution's accreditation through an Annual Institutional Review (AIR) ^(Outcome)

I.B.5.a) The GMEC must identify institutional performance indicators for the AIR, to include, at a minimum: ^(Core)

I.B.5.a).(3) each of its ACGME-accredited programs' ACGME accreditation information including accreditation statuses and citations. ^(Core)

I.B.5.b) 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: ^(Core)

I.B.5.b).(1) a summary of institutional performance on indicators for the AIR; and, ^(Core)

I.B.5.b).(2) action plans and performance monitoring procedures resulting from the AIR. ^(Core)

Type of Report (Check one):

- A.** Presentation of Notification Letter (NL)/ preliminary action plans.
- B.** Presentation of Internal Review (IR) report/preliminary action plans
- C.** Progress report on addressing citations/IR recommendations

Program/Institution: _____

Date of Report to GMEC: _____

Citation/IR Recommendation For Report A or B: <ul style="list-style-type: none"> • Attach copy of NL or IR report • List title of each citation/IR recommendation For Report C: <ul style="list-style-type: none"> • List title of each citation/IR recommendation and attach NL/IR report • <u>QR</u> include complete text of each citation/IR recommendation (no NL/IR report attachment needed) 		Status/Plan for Citations/IR Recommendations Describe the following below <u>QR</u> on an attachment with the page number referenced in chart below: <ol style="list-style-type: none"> 1. For Report C only: Briefly describe status of the citation/IR recommendation. 2. For Reports A/B/C: For citations/IR recommendations that are not fully addressed: <ul style="list-style-type: none"> A. Outline a plan to address each that includes: 1. action steps; 2. responsible/lead person(s); 3. timeline. B. Identify assistance needed from GMEC/others. 	For Progress Report (C): Does Prgm. /Inst view citation/IR recommendation as fully addressed?	
		Yes	No	
1.				
2.				
3.				
4.				
5.				
6.				
7.				

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Add additional rows as needed