

Title: Annual Institutional Review (AIR)	Policy Number: GME-36
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PURPOSE: To establish a policy for the Annual Institutional Review (AIR) process whereby the Graduate Medical Education Committee assesses HealthPartners Institute-sponsored post-graduate medical training programs (“Sponsored Programs”) and institutional quality. The AIR process culminates in an AIR Executive Summary report presented to the HealthPartners Institute governing board.

This policy applies to all Sponsored Programs accredited by the Accreditation Council for Graduate Medical Education (ACGME).

DEFINITIONS:

AIR Questionnaire: AIR informational form submitted by Sponsored Programs to the Office of Health Professional Education.

POLICY:

1. Sponsored Programs enter complete and accurate Program and trainee information into the ACGME’s ADS system on an annual basis.
2. Office of Health Professional Education staff members synthesize ADS summary reports, ACGME survey results, AIR Questionnaire, and residency/fellowship match results to create individual program and aggregate program ACGME survey results metrics and individual program and aggregate program scorecards.
3. The GMEC reviews program and institutional scorecards and finalizes the institutional Action Plan. It is possible that, as a result of this review, the GMEC may recommend that a program undergo a Special Review.
4. Office of Health Professional Education staff members synthesize information from ADS summary reports, ACGME survey results, AIR Questionnaire forms, match results, trainee graduation data, and GMEC findings into an AIR Executive Summary report.
5. The Executive Director of Health Professional Education presents the AIR Executive Summary report to the HealthPartners Institute governing board.

PROCEDURE: See above

RELATED DOCUMENTS: GME-37 Special Review

REFERENCE MATERIALS: Not Applicable

ADDITIONAL INFORMATION: Not Applicable

COMMITTEE/POLICY SPONSOR AND OWNER: Graduate Medical Education Committee