| Title: | Policy Number: |
|---|---|
| Special Review | GME-37 |

**PURPOSE**: To establish a policy for reviewing underperforming HealthPartners Institute-sponsored post-graduate medical programs ("Sponsored Programs").

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

**DEFINITIONS**:
AIR:  Annual Institutional Review of institution and program quality conducted by the Graduate Medical Education committee ("GMEC").

**POLICY**:
A Special Review is a detailed internal review of an underperforming program by the GMEC, resulting in a performance improvement plan for that program.

Special Reviews can occur at any time throughout the year and are initiated by the DIO or their designee. Events triggering a Special Review include, but are not limited to, GMEC identifying a program in need of a Special Review through the AIR process, programs requesting a review, trainees reporting a major issue to the Office of Health Professional Education or a program receiving a Focused Site Visit by their ACGME Review Committee.

When notified of a Special Review of their program, the program director is required to provide program information pertaining to the nature of the underperformance. Additionally, they are required to be in attendance and encourage trainees to attend the Special Review meetings. Once the improvement plan is in place, the program director will update the GMEC regularly of program progress until issues have been resolved.

**PROCEDURE**: See above.

**RELATED DOCUMENTS**: GME-36 Annual Institutional Review (AIR).

**REFERENCE MATERIALS**: Not Applicable

**ADDITIONAL INFORMATION**: Not Applicable

**COMMITTEE/POLICY SPONSOR AND OWNER:** Graduate Medical Education Committee