



**VALLEY HEALTH TEAM**  
Family Medicine Residency Program

<b>Section:</b>	<i>Graduate Medical Education</i>
<b>Document Number:</b>	<i>GME0019</i>
<b>Title:</b>	<i>Annual Institutional Review</i>
<b>Responsible Department:</b>	<i>Graduate Medical Education</i>
<b>Created:</b>	<i>08/01/2017</i>
<b>Revised:</b>	<i>4/11/2019</i>
<b>Superseded:</b>	<i>08/01/2017</i>
<b>GMEC Approved:</b>	<i>05/23/2019</i>
<b>Board of Directors Approved:</b>	<i>07/18/2019</i>
<b>Effective:</b>	<i>07/19/2019</i>
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**POLICY:**

In December of each academic year, the GMEC will conduct an Annual Institutional Review (AIR) by reviewing established performance indicators. The time period for the AIR will be the previous academic year (July-June).

**SCOPE:**

This policy applies to Valley Health Team, Inc. Graduate Medical Education and the ACGME requirements for the Sponsoring Institution.

**PURPOSE:**

To establish a process by which the Graduate Medical Education Committee (GMEC) must demonstrate effective oversight of the Sponsoring Institution's accreditation through an Annual Institutional Review (AIR) I.B.5).

**PROCEDURE:**

The AIR will be developed through review of the quarterly program reviews conducted by the Subcommittee for Internal Review (SIR), the institutional report card, and will focus on the following performance indicators:

- 1) Most recent ACGME institutional Letter of Notification
- 2) Results of the most recent institutional self-study visit
- 3) Results of Program response to the domains of ACGME CLER review
- 4) Notification of ACGME-Accredited Programs accreditation
- 5) Results of ACGME Surveys of Residents/Fellows and Core Faculty.
- 6) Aggregate results of ACGME-Accredited Program performance indicators.
- 7) Compliance with up to date signed institutional agreements.
  - a) Affiliation Agreements
  - b) Program Letters of Agreement (PLA)
- 8) Results of Annual Program Evaluations (APE)
- 9) Review Status of Residency Review Committee Citations



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Upon analysis of the above performance indicators, the GMEC will identify areas for growth and establish action plans for improvement. Action plans resulting from the AIR will be monitored by the Graduate Medical Education Office and reviewed with the Designated Institutional Official (DIO) regularly.

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:

- a summary of institutional performance on indicators for the AIR; and
- action plans and performance monitoring procedures resulting from the AIR

Soyla A. Reyna-Griffin, CPA  
Chief Executive Officer

Date

Maggie Rubio  
President, Board of Directors

Date