

**INOVA FAIRFAX MEDICAL CAMPUS  
GRADUATE MEDICAL EDUCATION POLICY**

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**Institutional Policy on Annual Institutional Review**

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**I. Purpose**

To establish an institutional policy which describes the process by which the Graduate Medical Education Committee (GMEC) can demonstrate their effective oversight of the Sponsoring Institution's accreditation through an Annual Institutional Review (AIR).

**II. Scope**

This policy will apply to all ACGME-accredited graduate medical education programs at Inova Fairfax Medical Campus.

**III. Definitions**

- A. ACGME- Accreditation Council for Graduate Medical Education
- B. CLER – Clinical Learning Environment Review
- C. DIO – Designated Institutional Official; has oversight over all of the programs at the Institution
- D. Organized Medical Staff – Refers to the Medical Executive Committee at Inova Fairfax Medical Campus.

**IV. Responsibilities /Requirements**

- A. In December of each academic year, the Graduate Medical Education Committee will complete an institutional review for the previous academic year (July-June). The AIR will include the review of established performance indicators including but not limited to the following:
  - 1. Results of the most recent institutional self-study visit (when applicable)
  - 2. Annual Institutional Survey results
  - 3. Annual ACGME Aggregate data
  - 4. Results of the ACGME surveys of residents/fellows
  - 5. Results of the ACGME surveys of core faculty
  - 6. Results/recommendations of the most recent CLER review
  - 7. Annual Program Review with Action Plans
  - 8. Residency Review Committee (RRC) citations
- B. Upon review of the above performance indicators, the GMEC will identify areas for improvement and establish action plans. These action plans will be monitored and reviewed at GMEC meetings at an interval to be determined in each action plan.
- C. The DIO will prepare a written, executive summary of the AIR to be presented to the Organized Medical Staff in January of each year.