

<b>Policy Title:</b> Annual Institutional Review	<b>Policy Number:</b> SOMGME-022
<b>Original Date:</b> 01-11-2024	<b>Next Review Date:</b> 03-12-2027

## **I. Purpose of the Policy**

The Lebanese American University (LAU) Graduate Medical Education Committee (GMEC) is responsible for effective oversight of the Sponsoring Institution's accreditation through conducting an Annual Institutional Review (AIR).

The purpose of this policy is to define the institutional performance indicators for AIR and describe the procedure of conducting this review. The goal is to enhance the overall quality of GME and improve the Clinical Learning Environment.

## **II. Policy Scope**

This policy involves LAU as the Sponsoring Institution, the GME office, the GMEC and its members, and all LAU GME programs' faculty and trainees.

## **III. Definition**

Annual Institutional Review (AIR): Annual process conducted under the supervision of the Designated Institutional Officer (DIO) and the GME Committee (GMEC) to assess the performance quality of LAU as an accredited Sponsoring Institution and the Clinical Learning Environment in the different ACGMEI-accredited GME programs.

## **IV. Policy Statement**

Institutional Performance Indicators:

The GME office should monitor closely institutional performance indicators for the AIR.

The indicators can include:

- A. Results of the most recent institutional ACGMEI accreditation letter of notification

- B. Results of ACGMEI annual surveys of residents/fellows and core faculty, as well as trainee focus groups and town-hall meetings
- C. Each ACGMEI accredited program's ACGMEI accreditation information including accreditation and recognition statuses, citations, and areas for improvement
- D. GME graduates post-graduation performance and clinical appointments information
- E. A summary of each program's case log volume attainment
- F. Institutional and aggregate ACGMEI program faculty development activities
- G. Aggregate ACGMEI trainee participation in Quality Improvement and patient safety activities
- H. Summary of institutional and program level well-being initiatives
- I. Summary of institutional and program level scholarly activity for both residents and faculty
- J. Findings and corrective plans of conducted special review processes in involved underperforming GME programs.

#### AIR Procedure:

The AIR is performed yearly during the second quarter of the academic year following the year under review, and the results are reviewed in the GMEC in the last meeting of the second quarter.

An AIR GMEC subcommittee is assigned annually and chaired by the DIO to perform the AIR. The subcommittee should include at least two program directors (one from each a surgical and a medical specialty), a program coordinator, and one peer-selected trainee.

Subsequent to the AIR, the DIO annually submits a written executive summary of the AIR to the Dean of the LAU School of Medicine (SOM) (governing body of the Sponsoring Institution). As indicated in the ACGMEI institutional requirements, the executive summary includes a summary of institutional performance on AIR indicators and GMEC action plans and performance monitoring procedures resulting from the AIR. These action plans, including timelines and responsible parties, will be monitored

by the GMEC, and updates will be provided in subsequent GMEC meetings to ensure progress and compliance.

Approved by	Date
GMEC	05-12-2024
Interim Review	03-12-2024