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National Capital Consortium
Graduate Medical Education
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National Capital Consortium Annual Institutional Review (AIR) Policy

ACGME Institution Requirement: I.B.5.a-b

1. **BACKGROUND:** In accordance with ACGME Institutional Requirements (I.B.5a-b), the GMEC must demonstrate effective oversight of the sponsoring institution's accreditation through an Annual Institutional Review (AIR). This policy establishes the formal process for the NCC GMEC to meet this requirement.
2. **POLICY:** Each academic year, representative personnel from the GMEC, GME Office, residents, and others as deemed necessary, will be organized as an Annual Institutional Review (AIR) committee to review the NCC's effective oversight of its accreditation. The GMEC will identify institutional performance indicators for the AIR. These indicators must include the following:
 - a. Results of the most recent institutional self-study visit, if applicable
 - b. Results of ACGME surveys of residents and faculty
 - c. Notification of ACGME-accredited programs' accreditation statuses and self-study visits, including accreditation and recognition statuses and citations.
 - d. Other indicators and measures of performance may be added at the discretion of the GMEC.

The AIR Committee will provide to the GMEC via the DIO, a written summary of their findings, to include monitoring procedures for any action plans resulting from the review. The DIO will submit a written annual executive summary of the AIR to the NCC Board of Directors.

3. **PROCEDURE:**
 - a. The DIO will appoint the members of the AIR Committee for a term effective through the end of the academic year in which the AIR is to be conducted. At a minimum the Committee will include one peer-selected resident, 1 program director, and 1 administrator. The Committee will function in accordance with the written description of its responsibilities, as specified below.
 - b. The Internal Oversight Subcommittee (IOS) of the GMEC will provide to the GMEC, a proposed list of institutional performance indicators deemed important to the NCC, the Board of Directors and the GME programs. Examples of performance indicators include those issues/data that are problematic, high-risk or frequently occurring within the institution and its programs. In addition to the required areas for review (results of the

most recent institutional self-study visit, results of the ACGME surveys of residents, fellows and core faculty and notification of ACGME-accredited programs' accreditation statuses and self-study visit), these institutional performance indicators will be part of the AIR process.

- c. The AIR will be completed on or about 30 January of each year. The report will cover the previous academic year.
- d. The Committee shall receive the following documents in order to prepare for the meeting:
 - Results of latest institutional self-study, if applicable
 - Results of NCC Institutional Dashboard
 - Results from Resident institutional ACGME survey report
 - Results from Faculty institutional ACGME survey report
 - Prior year AIR action plans and results
 - Current ACGME Institutional Requirements
 - GMEC responsibility grid, Sample annotated GMEC minutes, GMEC attendance
 - NCC Administrative Handbook and NCC policies
 - Duty hour reports/data
 - Risk Management reports/data
 - Annual Program Evaluation Summary Report, as reported on the NCC Institution Dashboard
 - Other reports, as available or requested
- e. The Committee shall review all documents and information noting areas for improvement and areas of excellence paying particular attention to the GMEC identified institutional performance indicators and required areas for review.
- f. As a result of the information considered and subsequent discussion, the Committee will:
 - Identify any deficiencies in the institution in meeting the identified institutional performance indicators and required areas and make suggestions for addressing them.
 - Develop recommendations for improving institutional oversight.
 - Identify strengths and best practices of the institution.
- g. The AIR Committee will develop an action plan with monitoring procedures. The final report and action plan will be reviewed and approved by the GMEC and documented in the GMEC meeting minutes.
- h. The DIO will submit, annually, a written executive summary of the AIR report to the NCC Board of Directors.

Per ACGME Institutional Requirements effective 1 July 2022

Approved at the 2 November 2023 GMEC meeting.