Policies and Procedures

Section: School of Medicine

Chapter: Graduate Medical Education

Issued: Date 10/2017

Policy: Annual Institutional Report

Preamble:

It is the responsibility of the Graduate Medical Education Committee (GMEC) to oversee the quality of graduate medical education and the learning and working environment for all programs sponsored by the Creighton University School of Medicine. The GMEC is also responsible for assuring the quality of each program’s overall educational experiences. This will be accomplished by the GMEC reviewing and approving each program’s annual evaluation and improvement activities.

Purpose:

To establish a process by which the Graduate Medical Education Committee (GMEC) must demonstrate effective oversight of the Sponsoring Institution’s GME programs through an Annual Institutional Review.

Scope:

This policy applies to all Graduate Medical Education (GME) training programs at Creighton University School of Medicine.

Definitions:

Annual Program Evaluation – The APE is an annual recording of what the program has done to have continuous self-improvement in creating an ideal clinical learning and working environment. It feeds into the 10-year Self-Study Visits done by the ACGME. It helps the program work in a systematic and structured fashion with an ongoing plan.

Policy:

The GMEC will conduct an Annual Institutional Review (AIR) each year that reviews the previous academic year (July – June). It will focus on the following performance indicators:

- Programs ACGME accreditation status
- Programs Under Special Review
- ACGME Resident and Faculty surveys
- Institutional action plans
  - Institutional SWOT
  - Institutional AIMS
- Institutional GME Dashboard and Scorecards
Policy: Annual Institutional Report

- Annual Program Evaluation dashboards
  - Action plans per program over last year
- Duty Hour compliance
- Supervision Monitoring
  - Action Plans
- Program Quality Dashboard
- Scholarly Activity Dashboard
- Recruitment and Retention dashboard
- CLER dashboard
- CUMC annual house staff survey CLER components
- Alumni Survey Institutional
- Institutional Program Data Report

Upon analysis of the above performance indicators, the DIO will identify areas for growth and establish action plans for improvement. These action plans and indicators will require approval by the GMEC. The DIO will then submit a written annual executive summary to the Dean of the School of Medicine and the School of Medicine’s governing body.

**AMENDMENTS OR TERMINATION OF THIS POLICY**
Creighton University reserves the right to modify, amend, or terminate this policy at any time.

*This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME Policy, this policy shall govern.*