

Special Program Review (SPR) of Residency Programs

There are **2 main pathways** for initiating a GMEC Special Program Review (SPR).

1. **Pathway #1:** An SPR will be conducted on **all** new training programs being sponsored by the institution, including both ACGME and non-standard (NST), residency and fellowship training programs. The SPR process should be scheduled and completed **after** the pre-requisite step of institutional GMEEOC approval **and** after all new application materials have been submitted by the proposed new program leadership (Program Director/Program Manager) to the DIO/Asst. DIO and found to be satisfactory for the review to be conducted.

SPR Team Construction for New Program Review:

- Central GME team (for example, DIO and/or Asst. DIO, Director of GME, Recorder of Minutes, etc.), with at least three individuals present.

The SPR Team will interview, at minimum, the following individuals:

- New program PD
- New program PM
- Core program PD (if a fellowship program is under new review)
- Core faculty of the new program
- Division Chief (if applicable)
- Chair of New Program

**Additional members can be added to the new program SPR team as felt necessary and/or beneficial by the DIO. Additional individuals may be interviewed by the SPR Team as deemed necessary and may include, but not be limited to, department administrator, Vice Chair of Education of the host department, etc.

2. **Pathway #2:** An SPR can be conducted on programs that meet any of the following criteria:
 - Unsatisfactory ACGME resident/fellow survey results
 - Unsatisfactory ACGME faculty survey results
 - Any letter of complaint/concern regarding a specific training program (including but not limited to, complaints to the ACGME, hospital or health science leadership, departmental leadership, button hits, etc.)
 - Many departing faculty, or departure of key required specialty faculty
 - Low board scores, low first-time pass rates, or low board take rates
 - Concerning results on in training exams
 - Clinical and educational work hour violations
 - Any concerns stemming from an Annual Program Review with the DIO/Asst. DIO
 - Inadequate ADS updates
 - Annual Program Data

Office of Graduate Medical Education

- Upcoming self-study site visits
- Concerning Mistreatment/Professionalism reports (“Button Pushes”)
- Unsatisfactory results of review committee accreditation letters (concerning AFI’s, citations, change in ACGME accreditation status, etc.)
- NST programs who had their last SPR greater than 10 years ago (to serve as a standard institutional accreditation review)
- *Any other concerns from GMEC and/or GMEC Taskforce or DIO*

SPR Team construction for an established program undergoing a review will include:

- At least one Outside of program PD rep
- At least one Outside of program PM rep
- At least one Outside of program resident rep
- At least two Central GME team members (for example, DIO and/or Asst. DIO, Director of GME, Recorder of Minutes, etc.)

The SPR Team will interview, at minimum, the following individuals:

- Program PD
- Program PM
- Representative sampling of program residents/fellows
- Core program PD (if a fellowship program is under review)
- Core faculty of the program
- Division Chief (if applicable)
- Chair of Program

**Additional members can be added to the program SPR team as felt necessary and/or beneficial by the DIO. Additional individuals from the department may be interviewed by the SPR Team, as deemed necessary, and may include, but not be limited to, department administrator, Vice Chair of Education of the host department, etc.

- The Special Program Review for **both** pathways listed above typically will include the appointed SPR team having conversations with each invited stakeholder group (either individually, or in a group setting, as felt most appropriate by the DIO based on the reason the Special Program Review was initiated).
- In advance of the SPR meeting, programs will be instructed by the central GME team on what materials they need to submit for the SPR team to review PRIOR to the SPR date being scheduled. It is imperative that program leadership be responsive to central GME requests for all materials that are requested in preparation for the review.
- For programs undergoing a review via pathway 2, external program review stakeholders are included on the team to obtain a more unbiased review and offer perspectives on potential solutions/recommendations for improvement.

Office of Graduate Medical Education

- Minutes will be taken during each SPR review for record keeping. Minutes will be kept as anonymous as possible, for the sake of reporter confidentiality.
- For new program SPR's (Pathway #1), any recommendations for edits to new program application/follow-up tasks will be shared with program leadership and an appropriate follow-up plan and timeline will be established and agreed upon.
- For already established programs undergoing review (Pathway #2), a summary report of the review will be developed by the SPR team, outlining recommendations and a timeline for completion of any assigned tasks as a result of the review.
- The results of all SPRs will be presented to and voted upon by the GMEC Taskforce and followed by presentation and voted on by the GMEC.
- Given that the GMEC SPR process is an interventional and formative process, the focus is on improvement and anticipated, measurable, end-point progress. Follow-up reports to recommendations may be required.
- The WVU central GME team will work with program departmental/division leadership to ensure that SPR recommendations are followed by the program/department on an appropriate timeline and updates to progress are given, as requested.

GME Taskforce approval date: August 1, 2024

GMEC approval date: August 9, 2024

Office of Graduate Medical Education

Phone: 304-293-0672
Fax: 304-293-5160

1144 Health Sciences North
PO Box 9001 A
Morgantown, WV 26506-9001

Equal Opportunity/Affirmative Action Institut