

**Frequently Asked Questions: Institutional Requirements**  
**Institutional Review Committee**  
**ACGME**

Question	Answer
<b>Structure for Educational Oversight</b>	
<p>How should sponsoring institutions demonstrate that residents/fellows are only assigned to learning and working environments that facilitate patient safety and quality health care?</p> <p><i>[Institutional Requirement: I.A.4.]</i></p>	<p>The ACGME expects that all participating sites provide safe, high-quality patient care. The graduate medical education committee (GMEC) has final approval authority for all participating sites. Program directors cannot change these sites without approval by the Sponsoring Institution's GMEC and sign-off by the DIO through the Accreditation Data System (ADS). The Sponsoring Institution can document that it meets this requirement through monitoring of available patient safety and health care quality outcomes for each participating site. Monitoring can be done by the DIO, GMEC, and/or the Sponsoring Institution's QI/Patient safety process with outcomes reported to and reviewed by the GMEC in exercising its approval authority over current or proposed new participating sites.</p>
<p>Who qualifies as a quality improvement/safety officer or designee member of the GMEC?</p> <p><i>[Institutional Requirement: I.B.1.d)]</i></p>	<p>An individual qualified to be a quality improvement/safety officer or designee member of the GMEC should be a staff member, not necessarily a physician, with expertise and active involvement in the Sponsoring Institution's quality improvement and/or patient safety initiatives as determined by the GMEC. The individual can be based at the Sponsoring Institution or one of its major participating sites as determined by the GMEC.</p>
<p>Does the Institutional Review Committee (IRC) have an expectation for when the Annual Institutional Review (AIR) should be scheduled and when the executive summary should be presented to the Sponsoring Institution's Board of Governance?</p> <p><i>[Institutional Requirement: I.B.5.]</i></p>	<p>The IRC intentionally left such details as scheduling of the AIR to the discretion of the Sponsoring Institution's DIO and GMEC. The AIR is an annual process that requires GMEC review of multiple institutional performance indicators and must include monitoring procedures for action plans. Therefore, it should be scheduled at a time that best works for each Sponsoring Institution in order to ensure a comprehensive report. Because an executive summary of the AIR must be presented to the Board of Governance, the Sponsoring Institution could develop its review and reporting process based on the Board's schedule. Alternatively, the Sponsoring Institution could provide the executive summary based on an academic, fiscal, or calendar year.</p>

Question	Answer
<p>What information should be included in the executive summary of the Annual Institutional Review (AIR) presented to the Sponsoring Institution's Board of Governance each year?</p> <p><i>[Institutional Requirement: I.B.5.c]</i></p>	<p>The details of the specific content of the executive summary should be determined by the GMEC and reflect those GMEC activities that are most important to its Board of Governance. The GMEC may want to include content similar to what was previously provided in the annual report, demographic information regarding its residency programs, and/or index outcome measures such as resident participation in patient safety and quality care initiatives and summaries of accreditation letters of notification and Clinical Learning Evaluations Review (CLER) reports if received during the reporting period.</p>
<b>Institutional Resources</b>	
<p>What type of entity qualifies as a resident/fellow forum?</p> <p><i>[Institutional Requirement: II.C.]</i></p>	<p>The resident/fellow forum, which must be open to all residents/fellows, is a means through which residents/fellows can raise issues to the Sponsoring Institution's leadership without administrators being present unless otherwise requested by the residents/fellows. The Sponsoring Institution is responsible for providing appropriate meeting space and/or technological support to conduct the resident forum. A secure platform can be a chat room restricted to resident/fellows, but other social media platforms such as Facebook® or Twitter® would not meet the expectation.</p>

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