



Annual Institutional Review (AIR) and Annual Program Evaluation (APE) Policy

Institution and Program Quality Oversight

Purpose

In compliance with the ACGME Institutional and Common Program Requirements, this policy establishes the authority and responsibility of the designated institutional official (DIO), in collaboration with the Graduate Medical Education Committee (GMEC), for the oversight and administration of each of the UACOM-T's ACGME-accredited programs, as well as for ensuring compliance with the ACGME Institutional, Common, specialty-/subspecialty-specific Program and Recognition Requirements.

The ACGME Institutional Requirements (2025) state:

- 1.2.c.** *The Designated Institutional Officer (DIO) must oversee submissions of the Annual Update for each program and the Sponsoring Institution to the ACGME (Core);*
- 1.12.** *GMEC responsibilities must include oversight of:*
- 1.12.a.** *ACGME accreditation and recognition statuses of the Sponsoring Institution and each of its ACGME-accredited programs; (Outcome)*
 - 1.12.b.** *the quality of the GME learning and working environment within the Sponsoring Institution, each of its ACGME-accredited programs, and its participating sites; (Outcome)*
 - 1.12.c.** *the quality of educational experiences in each ACGME-accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty-/subspecialty-specific Program Requirements; (Outcome)*
 - 1.12.d.** *the ACGME-accredited program(s)' annual program evaluation(s) and Self-Study(ies); (Core)*
- 1.14.** *The GMEC must demonstrate effective oversight of the Sponsoring Institution's accreditation through an Annual Institutional Review (AIR) (Outcome).*
- 1.14.a.** *The GMEC must identify institutional performance indicators for the AIR to include, at a minimum: (Core)*
 - 1.14.a.1.** *the most recent ACGME institutional letter of notification; (Core)*
 - 1.14.a.2.** *results of ACGME surveys of residents/fellows and core faculty members; and, (Core)*
 - 1.14.a.3.** *each of its ACGME-accredited programs' ACGME accreditation information, including accreditation and recognition statuses and citations. (Core)*
 - 1.14.b.** *The DIO must annually submit a written executive summary of the AIR to the Sponsoring Institution's Governing Body.*
 - 1.14.b.1.** *The written executive summary must include a summary of institutional performance on indicators for the AIR. (Core)*

1.14.b.2. The written executive summary must include action plans and performance monitoring procedures resulting from the AIR. (Core)

The ACGME Common Program Requirements (Residency/Fellowship, 2025) state:

5.5 Program Evaluation and Improvement. *The program director must appoint the Program Evaluation Committee to conduct and document the Annual Program Evaluation as part of the program's continuous improvement process. (Core)*

5.5.g. *The Annual Program Evaluation, including the action plan, must be distributed to and discussed with the residents and the members of the teaching faculty, and be submitted to the DIO. (Core)*

Process for AIR

1. In April of each academic year, a GMEC subcommittee will be convened to perform the AIR. This subcommittee will be comprised of GMEC members, including a resident member, and other key constituents as needed.
2. The GMEC subcommittee will review institutional performance data including:
 - New Institutional/Common Program Requirements for changes in the upcoming academic year
 - GME mission statement
 - Institutional ACGME resident, faculty and well-being surveys (including 3-year trends)
 - Institutional accreditation status
 - Institutional citations/areas of improvement
 - Institutional milestones reports
 - Previous year's Executive Summary, including identified AIR goals and progress toward meeting those goals
 - Sponsored programs' accreditation statuses
 - Sponsored programs' citations/areas of improvement
 - Review of programs in special review
 - **Program APEs and identified action plans, and progress toward meeting action plan goals**
 - Self-Study reports (when applicable)
 - Resident Grievance(s)
 - CLER report and response(s)
 - Quantity and quality of exceptionally qualified trainees
 - GME office annual survey results
 - Other relevant material as applicable
3. A SWOT/PDSA will be performed to identify short-/mid-/long-term goals for the upcoming year.
 - Goals will be in SMART format.
 - Goals will include steps for implementing the action plan, quantitative metrics to be used, and a plan to monitor for achievement and sustainability of the goals.
4. A written executive summary of the AIR will be prepared by the Associate Dean for GME and the DIO.
5. The AIR process, identified institutional performance indicators, and the Executive Summary will be reviewed and approved by the GMEC annually.
6. After review by the GMEC, the finalized Executive Summary will be submitted to the UACOM-T's Governing Body (the Arizona Board of Regents), the Academic Management Council (AMC), and a UACOM-T General Faculty Meeting annually.
7. The institutional AIR goals will be entered in ADS by the ACGME deadline annually.

Process for the APE

1. In April of each academic year, the GME office will release the APE Summary Form through New Innovations.
2. At a minimum, PEC meetings should be held in June/July of each year. Programs are encouraged to hold more than one PEC meeting throughout the year to review relevant data as needed.
3. The PEC will review annual program data, perform a SWOT/PDSA analysis, and develop an APE that includes goals and action plans for the upcoming year.
 - Program goals will be in SMART format.
 - Program goals and action plans will include implementation steps, the quantitative metrics to be used to measure improvement, and a plan to monitor for achievement and sustainability of the goals.
4. After the APE is completed, the APE will be presented to faculty and trainees at a minimum (and other stakeholders as needed) for prompt review and feedback.
5. After incorporating final feedback into the APE, the APE Summary Form will be completed and submitted through New Innovations to the GME office for review.
6. The APE Summary Form will be reviewed by the GME office staff, and feedback will be provided to the program.
7. After the GME office has approved the APE Summary Form in New Innovations, the finalized APE should be distributed to faculty and trainees at a minimum, and to other stakeholders as needed.
8. APE action plans will be entered in the Major Changes section during the annual program update in ADS. The annual update **must be completed and finalized in ADS at least one week** prior to the deadline. This allows time for DIO review and approval, as required in the ACGME institutional requirements (1.2.c.).
9. The GMEC will review APEs annually and may employ a variety of methods to provide additional oversight and support, and to help identify and overcome potential barriers in reaching program goals. This may include providing specific, written feedback on the APE, performing focus groups with trainees, or 1:1 meetings with program leadership.

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