



**OMECO**

### **Graduate Medical Education Policy**

Approved by the GMEC (Graduate Medical Education Committee) on August 22, 2023

Effective Date: August 22, 2023

Review Date: November 2025

Next Review Date: August 2030

**Policy Title:** Special Review Subcommittee Policy

**Purpose:** To Monitor Progress on Special Reviews and Heightened Monitoring of Sponsored Programs

**Policy Type:** Sponsoring Institution Policy

**Name of Subcommittee:** Special Review Subcommittee

**Membership and Appointment:** Membership should include faculty holding a DO/MD/PhD degree that are considered active participants in an ACGME (Accreditation Council for Graduate Medical Education) accredited program within OSU-CHS/OMECO system that have demonstrated an understanding of the program improvement. Identified individuals should have leadership attributes and serve in a leadership or consultant capacity to Graduate Medical Education. Both OSU and OMECO Faculty should have representation on this committee.

One resident from OMECO (Osteopathic Medical Education Consortium of Oklahoma) and OSU-CHS must be members of this committee. They should be considered voting members.

**Duration of appointment:** Indefinite and under continuous review

**Chair:** The Chair of the Special Review Subcommittee will hold a terminal degree within their specialty and should have an understanding of graduate medical education and the common program requirements as well as the institutional program requirements. The Chair is at liberty to delegate a co-chair to assist with the responsibilities of the committee. The co-chair of the subcommittee should also hold a terminal degree within their specialty.

**Frequency of Meetings and Quorum:** Meetings will be held at a minimum quarterly and more frequently at the discretion of the Chair. The Quorum will have at least three voting members.

**Record of meetings:** The executive assistant of the DIO's office, or their designee will be responsible for taking minutes.

**Reporting Mechanism:** Minutes of the meetings will be submitted to the Chair of the GMEC (Graduate Medical Education Committee) and the DIO (Designated Institutional Official) two weeks prior to the Quarterly GMEC meetings held at OSU Medical Center.

### **Functions and Delegated Authority:**

The Special Review Subcommittee will serve as an advisory committee to the GMEC.

They will serve as the thought leaders on maintaining and advancing accreditation through special review to those programs who are ACGME accredited and are subject to a disciplinary action by either the GMEC or ACGME.

The Special Review committee will be responsible for the following:

- Review policies related to special review and heightened monitoring.
- Responsible for reviewing Annual Spreadsheets developed by the DIO and Program Director
- Serve as the Special Review taskforce chair.
- Reviewing documentation provided by the DIO and GMEC for programs determined to meet the criteria to undergo special review.
- Responsible for assembling the taskforce required to thoroughly evaluate the program.
- Work with the executive assistant of the GMEC to coordinate special review taskforce evaluations of programs under special review.
- Lead the special review taskforce.
- Delegate responsibilities to the special review taskforce
- Develop the final report from the special review taskforce to submit to the DIO.
- Summarize findings to report to the GMEC (including benchmarks that the program should use to determine successful completion of the special review)
- Serve as a liaison between the program and the DIO until the program has completed their special review.
- Assist the DIO in monitoring programs that are on heightened monitoring.

The DIO will serve as a consultant in all matters that are not readily resolved by the Special Review Taskforce and Subcommittee.

### **References:**

1.10. Additional GMEC members and subcommittees: In order to carry out portions of the GMEC's responsibilities, additional GMEC membership may include others as determined by the GMEC. (Detail)  
1.10.a. Subcommittees that address required GMEC responsibilities must include a peerselected resident/fellow. (Detail)