

**LANCASTER GENERAL HOSPITAL  
ACGME POLICIES**

**In Reference to ACGME Institutional Requirements – Effective July 1, 2022**

*I.B.5.b) Graduate Medical Education Committee: The DIO must annually submit a written executive summary of the AIR to the Sponsoring Institution’s Governing Body. The written executive summary must include: (Core)*

Policy Name:	Annual Institutional Review and Reporting
Effective Date:	10/01/2022
Who is the policy’s expert:	Designated Institutional Official/Director of Graduate Medical Education
To Whom does the policy apply:	Lancaster General Hospital (Sponsoring Institution), the Graduate Medical Education Committee, and the Designated Institutional Official
Policy:	<p>1.) As an ACGME accredited Sponsoring Institution, the Lancaster General Hospital is required to undergo an Annual Institutional Review (AIR), relating to its role in and support of Graduate Medical Education (GME) programs.</p> <p>2.) The AIR is routinely conducted in October of each year, in alignment with the fall GMEC meeting. The AIR is led by the LGH Designated Institutional Official (DIO) and the committee members are align with the GMEC membership roster.</p> <p>3.) The AIR meeting time is strategically placed to occur within a three months of the completion of the annual GME Program Evaluation Committee (PEC) meetings. Due to the small number of sponsored learners, the AIR areas of focus and opportunity are closely aligned with the PEC goals and action items.</p> <p>4.) Upon completion of the LGH AIR, a summary report including areas, reviewed, general findings, opportunities for improvement, and action items for the next is compile by the DIO. This report is shared with the following LGH groups and individuals:</p> <ul style="list-style-type: none"> <li>➤ Annual Institutional Review Committee</li> <li>➤ Graduate Medical Education Committee</li> <li>➤ GME Program Evaluation Committees</li> <li>➤ Program Directors and Coordinators</li> <li>➤ Executive Leaders including the Chief and Associate Chief Medical Officers, and Chief Executive Officer.</li> <li>➤ The Lancaster General Hospital Board of Trustees</li> </ul>