



Policy Number:	26-11
Policy Name:	Graduate Medical Education: Annual Institutional Review (AIR)
Authority:	ACGME Institutional Requirements, ACGME-approved interim revision September 3, 2025; effective September 3, 2025 section 1.14
Original Policy Date:	April 10, 2026 Effective Date: 04/10/26
Policy Last Revised:	N/A
Supersedes:	24-01
Attachments:	N/A

PURPOSE

This policy describes how Behavioral Health and Recovery Services, San Mateo County (BHRS-SMC), as a Sponsoring Institution for ACGME-accredited graduate medical education (GME) programs and in coordination with its Graduate Medical Education Committee (GMEC) will create and submit an Annual Institutional Review (AIR) consistent with the requirements from ACGME Institutional Requirement 1.14.

BACKGROUND

The Accreditation Council for Graduate Medical Education (ACGME) requires the Sponsoring Institution’s GMEC oversee and approve an Annual Institutional Review (AIR) and the DIO must submit an AIR Executive Summary.

POLICY

I. AIR and AIR Executive Summary

- A. The GMEC must demonstrate effective oversight of the Sponsoring Institution’s accreditation through an Annual Institutional Review (AIR).
- B. The GMEC must identify institutional performance indicators for the AIR, to include, at a minimum:
 - 1. the most recent ACGME institutional letter of notification.
 - 2. results of ACGME surveys of residents/fellows and core faculty members.
 - 3. each of its ACGME-accredited programs’ ACGME accreditation information, including accreditation and recognition statuses and citations.



- C. The DIO must annually submit a written executive summary of the AIR to the Sponsoring Institution's Governing Body.
 1. the written executive summary must include a summary of institutional performance on indicators for the AIR.
 2. the written executive summary must include action plans and performance monitoring procedures resulting from the AIR.

PROCEDURE/PROTOCOL

I. AIR Timeline and Approval

- A. The DIO shall begin working on a draft of the AIR in Spring after the return of the ACGME surveys for faculty and trainees becomes available.
- B. The DIO will complete the first draft of the AIR in Fall after all Annual Program Evaluations have been reviewed by the GMEC.
- C. The DIO will present the draft of the AIR to the AIR subcommittee in the Fall. The draft AIR and all attachments will be reviewed by the AIR subcommittee.
- D. The AIR subcommittee will vote to determine if the AIR draft is acceptable or if it needs changes.
 1. If minor changes are required, the DIO can complete these changes and submit the AIR at the next GMEC meeting for discussion and potential approval.
 2. If major changes are required, the DIO will create a new draft of the AIR for consideration of the AIR subcommittee. The AIR subcommittee will then review the updated draft and vote on approval.
 - a. The vote by the AIR subcommittee can be during an additional meeting or through alternative voting processes such as online voting.
 3. Once the AIR subcommittee has voted to approve the AIR, the DIO will present the AIR at the next GMEC meeting for discussion and possible approval.
 4. Ideally, the AIR is approved in the Fall.
 - a. If there are pending or outstanding issues, approval of the AIR might continue beyond the Fall.
 - b. An AIR must be approved by the GMEC no later than June 30 of the following academic year (e.g., approval of the AIR for academic year 2025-2026 must be completed by June 30, 2027).

II. AIR Subcommittee

- A. The AIR subcommittee will be available to all voting members of the GMEC.
- B. At minimum, the AIR subcommittee must include:



1. The DIO
 2. At least two program directors
 3. At least one peer selected representative from each program
 4. The Institutional Coordinator
 5. A representative from Quality Management
- C. The AIR subcommittee has the power to create any subcommittees it deems necessary and can also trigger a Special Review Process consistent with other GME policies.

III. AIR Executive Summary

- A. After approval of the AIR, the DIO shall create an AIR Executive Summary with, at minimum, the information noted in section B.3. above.
- B. The DIO shall send the AIR Executive Summary to the governing body (San Mateo County Health Director) and note the date that the Executive Summary was sent to the governing body.
- C. When sending the AIR Executive Summary, the DIO will note that the DIO and other members of the AIR subcommittee are able to meet and discuss the AIR or AIR Executive Summary with the governing body.

SIGNATURES

Approved: _____ *Signature on File*
 Dr. Jei Africa, PsyD, FACHE
 BHRS Director

Approved: _____ *Signature on File*
 Tasha Souter, MD, FASAM
 BHRS Medical Director
 BHRS ACGME Designated Institutional Official

REVISION HISTORY

Date of Revision	Type of Revision	Revision Description