Subject: Correspondence between programs and ACGME

Intent: Program information forms and any documents or correspondence submitted to the ACGME or Individual Residency Review Committees (RRC) by program directors must be reviewed and signed by the DIO or Assistant DIO.

Policy Statement: The Designated Institutional Official (DIO) (Associate Dean, GME) or in his absence the Assistant DIO reviews and cosigns all program information forms and any documents or correspondence submitted to the ACGME or individual RRCs by program directors.

Description:

1. All correspondence or documents submitted to the ACGME that address those items listed in the ACGME Institutional Requirements shall be approved prior to submission by the Associate Dean for GME (DIO) or the Assistant DIO and the GMEC. These include the following:

   a. All applications for ACGME accreditation of new programs
   b. Changes in resident complement
   c. Major changes in program structure or length of training
   d. Additions and deletions of participating sites
   e. Appointments of new program directors
   f. Progress reports requested by any Review Committee
   g. Responses to all proposed adverse actions
   h. Requests for exceptions of resident duty hours
   i. Voluntary withdrawal of program accreditation
   j. Requests for an appeal of an adverse action; and,
   k. Appeal presentations to the Board of Appeal or the ACGME

2. All verbal communication with the RRC must be discussed with the DIO or Assistant DIO prior to contact being made.

Last Reviewed and Approved: Graduate Medical Education Committee
February 12, 2015