

# **ACGME/RRC PROGRAM ACCREDITATION POLICY AND PROCEDURES**

Approved by the GMEC: July 20, 2004

## **1. APPROVAL FOR NEW PROGRAMS**

- A. To obtain recognition of a proposed program, the program director must submit a brief program description to the GMEC, and request accreditation of the new program, if appropriate. In addition to obtaining GMEC approval, the program director will be responsible for identifying funding for the new program.
- B. Upon approval by the GMEC the program director can then send the application to the executive director of the review committee at the ACGME.

## **2. VOLUNTARY WITHDRAWAL OF ACCREDITED PROGRAMS** - ( Reference: ACGME Manual of Policies and Procedures for GME Committees - Section B Manual of Policies & Procedures for ACGME Review Committees)

Prior to the voluntary withdrawal of any accredited program, the Program Director must notify the GMEC in writing. Upon approval, a letter of confirmation will then be provided by the Sponsoring Institutions Chief Executive Officer. (V.B.5.C.1. pp. 54)

## **3. REQUEST AN INACTIVE STATUS IN LIEU OF WITHDRAWAL OF ACCREDITATION**

When requesting an inactive status the Program Director must notify the GMEC in writing. Upon approval, the program will notify the RRC and follow the policies of the ACGME as set forth in the "ACGME -Manual of Policies and Procedures for Graduate Medical Education Committees."

## **4. APPEAL OF ADVERSE ACTION AND WRITTEN APPEAL PRESENTATION** ( Reference: ACGME Manual of Policies and Procedures for GME Committees - Section B Manual of Policies & Procedures for ACGME Review Committees)

(The following accreditation actions are considered to be adverse: withhold accreditation; probationary or continued probationary accreditation; withdraw accreditation; and a reduction in the resident compliment).

- A. Upon receipt of notification of a confirmed adverse accreditation action, such as the Program Director must inform, in writing, the current residents, any applicants who have been invited to interview with the program and the Office of GME, that the adverse action has been confirmed, whether or not the action will be appealed. A copy of the written notice must be sent to the Executive Director of the RRC within 50 days of receipt of the RRC's Letter of Notification. (V.D.2.f. pp. 61)

- B. The program may request a hearing before an appeals panel, to be appointed according to ACGME procedures. This written request must be received by the Executive Director of the ACGME within 30 days following receipt of the letter of notification. Otherwise, the action of the RRC will be deemed final and not subject to further appeal. (V.D.3.a. pp. 61)
- C. The Program Director must provide a copy of all documentation regarding the adverse action and appeal presentation to the GME Committee for review prior to submission.

4. **RESIDENT COMPLEMENT**

- A. Any significant changes in resident complement (up or down), must be presented to the GMEC before implementation.
- B. The complement of residents in a program must be commensurate with the total capacity of the program to offer for each resident an educational experience consistent with accreditation standards. ( Reference: ACGME Manual of Policies and Procedures for GME Committees - Section B Manual of Policies & Procedures for ACGME Review Committees; V.B.10. pp. 57)
- C. Upon approval, these changes must be reported to the appropriate RRC.

5. **RRC REVIEW**

- A. The Program Director will notify the Chairman of the GME Committee of any scheduled site visit or change in program status.
- B. The Program Director will provide a copy of the submitted site visit document to the Chairman of the GME Committee.
- C. The Program Director will submit a copy of any Progress Reports, requested by the RRC, to the GMEC for review and signed by the Committee Chairman or Designated Institutional Official (DIO).
- D. The Program Director will provide an explanation of any adverse action reported by the RRC upon receipt of the Letter of Report and again during the Internal Review process.