POLICY

All communication with the ACGME by the Program Director must be approved and include the signature of the Designated Institutional Official (DIO) at The University of Toledo prior to submission.

PURPOSE

To ensure that all communications and documents submitted to the ACGME are complete and accurate.

PROCEDURE

The Graduate Medical Education Committee (GMEC) and DIO must review, approve prior to submission to the ACGME by Program Directors. In addition, the DIO must provide signature, when appropriate, to all communications to the ACGME prior to submission for 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 a Board of Appeal or the ACGME.

l) Experimentation and innovation: Oversight of all phases of educational experiments and innovations that may deviate from Institutional, Common, and specialty/subspecialty-specific
Program Requirements, including:

- Approval prior to submission to the ACGME and/or respective Review Committee;
- Adherence to Procedures for “Approving Proposals for Experimentation or Innovative Projects” in ACGME Policies and Procedures; and,
- Monitoring quality of education provided to residents for the duration of such a project.

<table>
<thead>
<tr>
<th>Approved By:</th>
<th>Policies Superseded by This Policy:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman, Graduate Medical Education Committee</td>
<td>None</td>
</tr>
<tr>
<td>Dean, College of Medicine and Life Sciences</td>
<td>Initial effective date: 6/7/2011</td>
</tr>
</tbody>
</table>

Review/Revision Completed by: Graduate Medical Education Committee

Review/Revision Date: Reviewed 6/4/13, Reviewed 6/2/15
Next review date: 6/2017

Note: The printed copy of this policy may not be the most current version; therefore, please refer to the policy website (http://utoledo.edu/policies) for the most current copy.