


Name of Policy: Communication with the ACGME Policy Number: 3364-86-044-00 Approving Officer: Dean, College of Medicine and Life Sciences Responsible Agent: Director, Graduate Medical Education Scope: UT College of Medicine Residency Programs		 Effective date: 10/03/17	
	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

POLICY

All communication with the ACGME by the Program Director must be reviewed and approved by the Sponsoring Institution's GMCE/DIO before submitting information or requests to the ACGME.

PURPOSE

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



PROCEDURE

The Graduate Medical Education Committee (GMCE) and/or DIO must review and approve information prior to submission to the ACGME by Program Directors for the following:

- All applications for ACGME accreditation of new programs;
- Changes in resident complement;
- Major changes in program structure or length of training;
- Progress reports requested by the Review Committee;
- Requests for increases or any change to resident clinical experience and education (i.e. duty hours);
- Voluntary withdrawals of ACGME-accredited programs;
- Requests for appeal of an adverse action;
- Appeal presentations to a Board of Appeal or the ACGME
- Appointment of new Program Directors
- Any additional requirements as further specified by the Review Committee

Obtain DIO review and co-signature on all program application forms, as well as any correspondence or document submitted to the ACGME that addresses:

- Program citations, and/or,
- Request for changes in the program that would have significant impact, including financial, on the program or institution

Approved By:  Chair, Graduate Medical Education Committee  Dean, College of Medicine and Life Sciences Review/Revision Completed by: Graduate Medical Education Committee	Policies Superseded by This Policy: • None Initial effective date: 6/7/2011 Review/Revision Date: <i>Reviewed 6/4/13, Reviewed 6/2/15, Revised 10/3/17</i> Next review date: 10/2019
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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.