


<p><b>Name of Policy:</b> GME: Non-ACGME Accredited Fellowship Applications and Annual Review</p> <p><b>Policy Number:</b> 3364-86-057-00</p> <p><b>Approving Officer:</b> Dean, College of Medicine and Life Sciences</p> <p><b>Responsible Agent:</b> Director, Graduate Medical Education</p> <p><b>Scope:</b> UT College of Medicine Fellows and Program Directors</p>	 <p><b>Revised/Reviewed date:</b> 12/6/2022</p> <p><b>Original effective date:</b> 4/1/2021</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

Policy

The University of Toledo supports non-ACGME accredited fellowship programs with high quality educational experiences in an appropriate learning and working environment. A sub-committee of the Graduate Medical Education Committee, (GMEC) ensures these fellowships meet these requirements.

Purpose

To provide a process for the initial approval of non-ACGME accredited fellowship programs.

To ensure the non-ACGME accredited fellowship programs are reviewed at least once per year by a sub-committee of the GMEC. The potential outcomes of these reviews are:

1. Substantial Compliance
2. Compliance with Corrective Actions required
3. Non-Compliance – the program will be allowed to continue to train existing fellows, but not recruit additional fellows until a status of in substantial compliance is achieved.

The Chair of the GMEC subcommittee will present a report to the GMEC annually for approval.

Procedure

For initial approval and annual review, at a minimum, the following documents must be provided to the sub-committee:

1. Overall competency-based goals and objectives for the program.
2. Competency based goals and objectives for each major rotation.
3. A block diagram for the curriculum.
4. Form used for duty hour attestation.
5. Moonlighting policy.
6. Global evaluation form of fellow by faculty.
7. Evaluation form of faculty by fellows. The program must also describe how evaluations completed by the fellow will remain as anonymous as possible.

8. Anonymous evaluation form of program completed by faculty and fellow.
9. Describe any planned outcome measures, such as certifications by other boards or organizations.
10. Example of both a semi-annual and final summative evaluation form.
11. All programs will have a minimum duration of 12 months.

The program director will present these documents and discuss the curriculum to the GMEC sub-committee prior to matriculating any fellow.

Annually the program director will meet with the GMEC sub-committee to present these documents and discuss planned changes to improve the program. This annual review is required even if there are currently no fellows in the program.

The sub-committee members will determine if the program is in substantial compliance, if corrective actions are required, or if the program will be placed on probation. A brief report will be completed by the sub-committee chair on each program. These reports will be presented for review and approval by the GMEC.

A copy of the GMEC approved report will be provided to the program director.

At the completion of all training requirements, fellows will receive a training certificate.

#### Employment Models

Through June 2022, physicians may be employed as instructors in the clinical practitioner track if they are receiving targeted faculty development in content areas that not available through accredited GME fellowship programs. These instructors will obtain contracts through a university faculty practice plan that will be responsible for determining salary and benefits. At the end of the period of targeted faculty development, the instructors will receive a letter from the Medical Staff Office, co-signed by the program director acknowledging they have completed faculty development in their area of study.

For existing programs, and all programs starting July 2022, the only employment model for fellows in non-ACGME accredited fellowship programs will be a contract with the graduate medical education program, approved by the designated institutional official, with stipends and benefits determined by level of training.

<p>Approved by:</p> <p><u>/s/ Shaza Aouthmany, MD</u> Chair, Graduate Medical Education Committee</p> <p><u>/s/ Christopher Cooper, MD</u> Dean, College of Medicine and Life Sciences</p> <p>Review/Revision Completed by: <i>Graduate Medical Education Committee</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Review/Revision Date: 4/1/21, 12/6/22</p> <p>Next review date: 12/2024</p>
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