


<p>Name of Policy: GME: Non-ACGME Accredited Fellowship Applications and Annual Review</p> <p>Policy Number: 3364-86-057-00</p> <p>Approving Officer: Dean, College of Medicine and Life Sciences</p> <p>Responsible Agent: DIO (Designated Institutional Official)</p> <p>Scope: UT College of Medicine Fellows and Program Directors</p>	 <p>Revised/Reviewed date: 6/03/2025</p> <p>Original effective date: 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 and annual review of non-ACGME accredited fellowship programs.

To ensure the non-ACGME accredited fellowship programs are reviewed 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 substantial compliance is achieved.

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

Procedure

For initial program approval , 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.

The program director will be required to complete an annual meeting summary to be submitted to, and reviewed by the GMEC sub-committee.

The sub-committee members will determine if the program is in substantial compliance, if corrective actions are required, or if the program is non-compliant. 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 and filed by the GME Office

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

Employment Models

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>Shaza Aouthmany, M.D.</u> Chair, Graduate Medical Education Committee</p> <p><u>Imran Ali, M.D.</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"> • None <p>Review/Revision Date: 4/1/21, 12/6/22, 6/3/2025</p> <p>Next review date: 6/2028</p>
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