


Name of Policy: GME: Communication with the ACGME		 Revised: 11/05/19 Original effective date: 06/07/11	
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			
	New policy proposal	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

POLICY

All communication with the ACGME by the Program Director must be reviewed and approved by the Sponsoring Institution’s GMEC and/or 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 (GMEC) 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 exceptions to clinical and educational work hour requirements;
- Voluntary withdrawals of ACGME-accredited programs;
- Requests for appeal of an adverse action by a Review Committee;
- Appeal presentations to an ACGME Appeals Panel;
- 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: <i>/s/ Lori Schuh, M.D.</i> Chair, Graduate Medical Education Committee <i>/s/ Christopher Cooper, M.D.</i> Dean, College of Medicine and Life Sciences <i>Review/Revision Completed by:</i> <i>Graduate Medical Education Committee</i>	Policies Superseded by This Policy: • None Initial effective date: 6/7/2011 Review/Revision Date: 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, Revised 11/5/19</i> Next review date: 11/2021
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