Procedure for ACGME Correspondence

The Graduate Medical Education Committee (GMEC) is responsible for overseeing all residency program changes. Furthermore, the DIO, or a designee in the absence of the DIO, must review and cosign all program information forms and any documents or correspondence submitted to the ACGME by program directors including the following: (Institutional Requirements I.B.4.a. & III.B.10)

- all applications for ACGME accreditation of new programs;
- changes in resident complement;
- major changes in program structure or length of training;
- additions and deletions of participating sites
- appointments of new program directors;
- progress reports requested by any Review Committee;
- responses to all proposed adverse actions;
- requests for exceptions of resident duty hours
- voluntary withdrawals of program accreditation;
- requests for an appeal of an adverse action; and,
- appeal presentations to a Board of Appeal or the ACGME.

Programs with ACGME-mandated response dates must allow time for review and response from the GMEC prior to submission. Submit information to the Office of Graduate Medical Education at least three weeks prior to the next scheduled GMEC meeting.

The GME office will remind programs of upcoming anticipated site visit dates when the actual site visit date is determined and announced by the ACGME. The GME office will notify the program that the Program Information Form (PIF) is due for review and editing at least 6 weeks prior to the date the PIF is due to the site visitor. All Communication with the ACGME (including PIF’s) requires the DIO’s signature.

Failure to adhere to this procedure may delay submission of materials to the ACGME.