

**SECTION:** Graduate Medical Education Policies

**ISSUED:** January 3, 2007

**SUBJECT:** GMEC Review and Approval of  
Correspondence from Programs

**REVISED:**

**PURPOSE:** To establish a Graduate Medical Education policy for ensuring GMEC review and approval of program correspondence related to compliance with ACGME requirements.

**POLICY:** The Graduate Medical Education Committee is responsible for reviewing and approving correspondence from training programs at RIH to the ACGME regarding program issues, and for approving program responses as a result of RRC site visits and internal reviews.

**PROCEDURE:**

1. ACGME Required Correspondence
  - a. The GMEC will review and approve all program correspondence listed below at its monthly meetings prior to submission to the ACGME.
    - 1) all applications for ACGME accreditation of new programs and subspecialties;
    - 2) changes in resident complement;
    - 3) major changes in program structure or length of training
    - 4) additions and deletions of participating institutions used in a program;
    - 5) appointments of new program directors;
    - 6) progress reports requested by any Review Committee;
    - 7) responses to all proposed adverse actions;
    - 8) requests for increases or any change in resident duty hours
    - 9) requests for “inactive status” or to reactivate a program;
    - 10) voluntary withdrawals of ACGME-accredited programs;
    - 11) requests for an appeal of an adverse action; and,
    - 12) appeal presentations to a Board of Appeal or the ACGME.
  - b. Program Directors will be required to submit correspondence and supporting materials to the GME office by the 1<sup>st</sup> Thursday of the month for inclusion on the GMEC agenda.
  - c. GMEC recommendations will be recorded in the GMEC minutes
  - d. The Chair of the GMEC will communicate the outcome of the GMEC review to program directors in writing prior to submission to the ACGME.
2. Other Program Correspondence
  - a. Program Directors will be required to submit a letter of response related to RRC concerns and citations to the GMEC (even if a progress report is not requested by the ACGME)
    - 1) Program Directors will be required to submit correspondence and supporting materials to the GME office by the 1<sup>st</sup> Thursday of the month for inclusion on the GMEC agenda.
    - 2) GMEC recommendations will be recorded in the GMEC minutes

- 3) The Chair of the GMEC will communicate the outcome of the GMEC review to program directors in writing.
- b. Program Directors will be required to submit a letter of response related to Internal Review concerns to the GMEC
  - 1) Program Directors will be required to submit correspondence and supporting materials to the GME office by the 1<sup>st</sup> Thursday of the month for inclusion on the GMEC agenda.
  - 2) GMEC recommendations will be recorded in the GMEC minutes
  - 3) The Chair of the GMEC will communicate the outcome of the GMEC review to program directors in writing.