

## ACGME Program Director Change Request

ACGME accredited programs who want to request a Program Director change must present their request at the GMEC meeting. Please see [gme.wustl.edu](http://gme.wustl.edu) for document submission deadlines for GMEC meetings.

Use the following link to enter your request:

<https://forms.office.com/Pages/ResponsePage.aspx?id=taPMTM1xbU6XS02b65bG1j-aB-C5UUZJvvIFMVdEeXNUNFZDS0gyNEswQkRCUVA3TDFFNjVQUk1SWi4u>

All fields must be completed before your request will be accepted. These fields are:

- Program name
- Name of person completing the request
- Contact email
- Contact phone number
- Current program director
- Current program director email
- New program director
- New program director email
- Date when the incoming program director will take over
- Enter the amount of protected time for the new program director. (Review Program Requirements (Section II) related to program director qualifications and responsibilities for your specialty)
- Mentor Plan
- Reason for program director change
- New program director's CV
- Program director support letter

Once the GMEC votes on the change and it passes, the GME office at this point will:

- Submit the change in ACGME
- Update New Innovations
- Update NRMP/ERAS (if applicable)
- Set up meeting for the new Program Director to meet with the GME DIO and Executive Director

The Program should update:

- AAMC GME Track: Email AAMC at [GMEtrack@aamc.org](mailto:GMEtrack@aamc.org) with the old and new Program Director names. Remember to update the Program Director information during the Annual Program Survey update.



- AMA Freida: Email Freida online at [freida@ama-assn.org](mailto:freida@ama-assn.org) with the change. Be sure to include the 10-digit program ID.
- Residency Management System if other than New Innovations (i.e. My Evaluations, Med Hub, etc.)
- SF Match (if applicable)
- Specialty Organizations
- Your program's website
- PLA's & MAA's – update and submit a new copy to the GME office. This is an ACGME requirement.

If you have any questions, please contact the GME office at [gme@wustl.edu](mailto:gme@wustl.edu).

## Non-ACGME Program Director Change

For those Non-ACGME accredited programs, please notify the GME office if there is a Program Director change. Your request will be presented at the GMEC meeting. Use the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=taPMTM1xbU6XS02b65bG1j-aB-C5UUZJvvIFMVdEeXNUNFZDS0gyNEswQkRCUVA3TDFFNjVQUk1SWi4u>