

Policy on GMEC Approval of Major Changes to Accredited Programs

As of July 1, 2003 the Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements implemented new expectations for the Graduate Medical Education Committee (GMEC) sponsoring ACGME accredited training programs. The GMEC must formally review and approve all major changes to accredited training programs prior to submission to the Residency Review Committee (RRC).

Major program changes requiring prior review by the Internal Review Subcommittee (IRS) and/or prior approval by the full GMEC would include, but are not limited to the following:

- Appointment of new program directors (GMEC approval only)
- A change in resident complement (GMEC approval only)
- Additions/deletions of participating institution rotations (GMEC approval only)
- Major changes in program structure or length (GMEC approval only)
- Requests for “Inactive” status or to reactivation of a programs’ status (GMEC approval only)
- Voluntary withdrawals of accreditation (GMEC approval only)
- Requests for increase or change in duty hours* (GMEC – See GMEC policy on Duty Hour Extensions)
- Progress reports requested by the IRS or Residency Review Committee of the ACGME (IRS GMEC)
- Responses to all proposed adverse actions (IRS GMEC)
- Requests to appeal an adverse action by an RRC, including review of the appeal presentation to the ACGME Board of Appeals (IRS GMEC)
- Approval of applications for new training programs (IRS GMEC)

All requests for the changes listed above must have prior GMEC approval and must be signed by the Designated Institutional Official (DIO), on the **added signature line**, before ANY information is reported to the ACGME, or any Residency Review Committee of the ACGME via the Web Accreditation Data System (WebADS), or by regular mail.

Process for GMEC Consideration

1. **Submit** one copy of the request for GMEC/IRS approval form and all supporting documentation to the Office for the Associate Dean for GME. This information must be submitted **no later than 7 days prior to the next regularly scheduled meeting**. The agenda will be closed after that time. Time will be reserved on the appropriate meeting agenda to discuss the request.
2. A copy of the approval form and supporting documents must be reviewed by the Office for the Associate Dean for GME for completeness prior to the meeting.
3. The program director submitting the request must attend the GMEC meeting to discuss the purpose for the major change in the accredited training program, and respond to any questions or concerns from the members present.
4. After the discussion, the program director and all other representatives from the program submitting the request must excuse him/herself from the room to allow the members to continue the discussion and vote.
5. All members present at the meeting may participate in the discussion of the request, however only

members appointed as voting members of the GMEC may participate in the vote.

6. If approved by the GMEC, the Designated Institutional Official (DIO) will provide a letter to the program director granting the approval. The letter from the DIO must accompany the material previously approved by the GMEC members for submission to the RRC.

However, if the GMEC members deny the request, the reason for the denial will be sent to the program director immediately following the meeting. The program director may submit a follow up request after the issue(s) identified by the GMEC have been resolved. The follow up request for approval must specifically address each of the reasons for the prior GMEC denial.

7. Once GMEC approval is granted, the program director or his/her designee must update the Web Accreditation Data System (WebADS) on the ACGME website at www.acgme.org. Additional information can be mailed directly to the Executive Director of the respective RRC for final RRC approval.

8. If approved by the RRC, the Executive Director of the RRC will send the Program Director and the Office for the Associate Dean for GME written confirmation of the approval. The program director may implement the change to the program once the RRC approval letter is received. The GMEC will be advised of the approval at the next regularly scheduled GMEC meeting.

9. If the RRC denies the request after GMEC approval has been obtained, the program may not move forward with the change. The DIO will forward the RRC denial to the GMEC for further review and follow up if needed.

WUSM/BJH/SLCH GME Consortium

Requests for GMEC Approval for Major Program Changes to Currently Accredited Programs AND Applications for Programs Seeking Initial Accreditation

Name Training Program: _____

Name of Program Director: _____

Date submitted: _____

Deadline date for submission to RRC _____

For all requests requiring GMEC approval only, the following documents must accompany your request no later than 7 days prior to the meeting:

- The most recent ACGME accreditation letter
- The most recent internal review report
- A brief description explaining the rationale for the change in the training program.

- A statement **from the Business Manager** confirming who is expected to cover salary, benefits and malpractice, if applicable.

Program requiring a preliminary review by the Internal Review Subcommittee must provide the following 10 days prior to the IRS meeting:

- The application, Program Information Form (PIF), progress report or appeal must be in its final form prior to submission to the Internal Review Subcommittee.
- All attachments discussed in the document must be included with the information being reviewed by the Internal Review Subcommittee (IRS)
- A statement confirming arrangements for salary, benefits and malpractice coverage must be included for all new applications for accreditation.

GME Board Updated 2/14/2006

GMEC Revised/Approved 11/14/2011