



## **Policy for Review and Approval of Documents Prior to Submission to the ACGME**

gme-adm-0029

### **About This Policy**

**Effective Dates:**

08-28-2013

**Last Updated:**

04-08-2018

**Responsible University Administrator:**

Senior Associate Dean for GME

**Policy Contact:**

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### **Scope**

This policy applies to all Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) resident physicians and residency programs.

### **Policy Statement**

The DIO or a designee in the absence of the DIO must review and approve (and sign when required) all program information forms and any correspondence or document submitted to the ACGME by the program director that addresses the following issues:

- A. All applications for ACGME accreditation of new programs and subspecialties
- B. Changes in resident complement
- C. Major changes in program structure or length of training
- D. Additions and deletions of participating institutions used in a program
- E. Appointments of new program directors
- F. Progress reports requested by a Residency Review Committee (RRC)
- G. Responses to all proposed adverse actions
- H. Requests for exceptions or any change in resident work hours
  - I. For non-ACGME programs: Requests for “inactive status” or to reactivate a program
- J. Voluntary withdrawals of ACGME-accredited programs
- K. Appeal presentations to a Board of Appeal or the ACGME

### **Reason For Policy**

The purpose of this policy is to define the procedures for processing documents prior to submission to the ACGME.

## Procedure

### A. Submission of Documents

The documents described above should be sent to the Assistant Director of Accreditation in the GME Office for inclusion in the agenda of the next GMEC meeting.

### B. New Programs

Program directors who are applying for accreditation of new programs must also be present at the GMEC meeting to describe the program and answer any questions the committee may have.

### C. Approval

Upon approval by GMEC, the DIO will sign the document prior to sending it to the ACGME. If the action is being taken in WebADS, the DIO or designee will approve the request electronically.

## Definitions

ACGME is the Accreditation Council for Graduate Medical Education.

A resident is an IUSM resident or fellow, or a non-IUSM resident or fellow electively rotating through IUSM and provides clinical care as part of a GME program.

## Implementation

The Designated Institutional Official (DIO) for GME is responsible for implementation of this policy.

## Oversight

Policy authority for this document resides with the Graduate Medical Education Committee. The DIO and the Graduate Medical Education Committee are responsible for oversight. This policy will be reviewed every three years or more often if deemed necessary.

## History

1. Policy gme-adm-0029 approved by GMEC and published on 11 March 2009.
2. Policy reviewed, updated, and approved by GMEC on 28 August 2013.
3. Policy updated for formatting 05 March 2018.
4. Policy reapproved by GMEC on 4 April 2018.
5. Policy updated for formatting 27 June 2018.