

YALE-NEW HAVEN MEDICAL CENTER (YNHMC)

POLICIES AND PROCEDURES

Subject: Communications with the RRC/ACGME: Actions Requiring Approval by the GMEC

Policy #: III.004

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Introduction:

YNHMC recognizes that the ACGME Institutional Requirements stipulate that the Designated Institutional Official (DIO) is to establish and implement procedures to ensure that s/he, or a designee in the absence of the DIO, reviews and cosigns all program information forms and any correspondence or document submitted to the ACGME by the program directors that either addresses program citations or requests changes in the programs that would have significant impact, including financial, on the program or institution.

Policy:

1. All of the following will require review and approval of the DIO and/or the GMEC prior to submission to the appropriate RRC.
 - 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 any Review Committee;
 - g. responses to all proposed adverse actions;
 - h. requests for exceptions of resident duty hours;
 - i. voluntary withdrawals of ACGME-accredited programs;
 - j. requests for an appeal of an adverse action; and,
 - k. appeal presentations to a Board of Appeal or the ACGME.
2. Program Directors (PD) must submit any of the above mentioned items in writing to the GMEC via the OGME for review. If the date of the meeting conflicts with the submission requirements to the ACGME, the PD must submit the request to the DIO for review/approval of the request. If a request is approved by the DIO, it must be presented to the GMEC at the next meeting for ratification. In the absence of the DIO, it should be submitted to the Administrative Coordinator of GME.
3. Signature of the DIO and a statement as to the approval of the GMEC and/or the DIO will be included in the communication to the RRC/ACGME.