

Timeline for New Program Applications (No Accrediting Body)

Attachment 1

<u>Activity</u>	<u>When Due</u>
Program confirms funding source for positions to be offered	270 days prior to making offer to Applicant
Questionnaire Completed (no supporting documents unless otherwise requested) and submitted to GME Leadership	240 days prior days prior to making offer to Applicant
Feedback from GMEC Leadership provided to Program Director	180 days prior to making offer to Applicant
Program Director submits revised questionnaire to GME Leadership	120 days prior to making offer to Applicant
Meeting Conducted with GME Leadership and Program Director to review/finalize documents	90-100 Days prior to making offer to Applicant
Program provides supporting documents requested in Questionnaire (e.g., policies, rotation schedules, evaluation tools, procedure log documentation) to GME Leadership	90 Days prior to making offer to Applicant
GME Leadership makes final recommendations to Program Director for changes to Questionnaire and Supporting Documents	75 days prior to Making offer to Applicant
Program Completes Changes/Revisions to Questionnaire and Supporting Documents	60 days prior to making offer to Applicant
Program Presents request to GMEC	40-60 days prior to making offer to Applicant
Meeting with GME Leadership to review/finalize documents	50 days prior to making offer to Applicant
Program submits Final Documents to GME office for new application	7 Days prior to making offer to applicant

*GME Leadership is defined as Designated Institutional Official, Associate Designated Institutional Official and UMMC GME Director

Timeline for New Program Applications (ACGME Accredited)

Attachment 2

<u>Activity</u>	<u>When Due</u>
Program confirms funding source for positions to be offered and agrees to pay application fees that apply	270 days prior to RC Agenda Closing Date
Program meets with GME Leadership to Review RRC Requirements and to verify Compliance can be Documented	260 days prior to RC Agenda Closing Date
Specialty specific PIF completed by Program Director and submitted to GME Leadership	240 days prior days prior to RC Agenda Closing Date
Feedback from GMEC Leadership provided to Program Director	180 days prior to RC Agenda Closing Date
Common PIF completed (provided by GME office) by Program Director and submitted to GME Leadership	150 days prior to RC Agenda Closing Date
Feedback from GMEC Leadership provided	120 days prior to RC Agenda Closing Date
Revised Common Specialty PIF submitted by Program to GMEC Leadership	100 days prior to RC Agenda Closing Date
Meeting Conducted with GME Leadership and Program Director to review/finalize documents	90-100 Days prior to RC Agenda Closing Date
Program provides supporting documents requested by WEBADs (e.g., policies, rotation schedules, evaluation tools, procedure log documentation) or surveyor in the site visit announcement letter	90 days prior to RC Agenda Closing Date
GME Leadership makes final recommendations to Program Director about Common, Specialty and Supporting Documents	75 days prior to RC Agenda Closing Date
Program Completes Common Application on line in WEBADs	60 days prior to RC Agenda Closing Date
Program Presents request to GMEC	40-60 days prior to RC Agenda Closing Date
Meeting with GME Leadership to review/finalize documents	50 days prior to RC Agenda closing date
Common PIF initiated online through WebADs by GME Office	45 Days prior to RC Agenda Closing Date
Program submits documents through WEBADs for new application	RRC Agenda Closing Date for new applications - please consult with your Review Committee (RC)

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Timeline for Preparation of Documents for Full or Focused Formal Site Visit

Attachment 3

Activity	When Due
Specialty specific PIF(full site visit) and Common PIF completed by Program Director and submitted to GME Leadership	25 days prior to RC Surveyor Deadline for Upload and Submission
Program provides supporting documents requested by WEBAds to GME Leadership (e.g., policies, rotation schedules, evaluation tools, procedure log documentation) or surveyor in the site visit announcement letter	20 days prior to RC Surveyor Deadline for Upload and Submission
Feedback from GME Leadership provided on Specialty (full site visit) and Common PIF	20 days prior to RC Surveyor Deadline for Upload and Submission
Feedback from GME Leadership provided on supporting documents to Program Director	15 days prior to RC Surveyor Deadline for Upload and Submission
Revised Specialty (full site visit) and Common PIF, and supporting documents submitted to GME Leadership	10 days prior to RC Surveyor Deadline for Upload and Submission
Meeting with GMEC Leadership (DIO/Assoc.DIO/GME Director) to review documents	10 days prior to RC Surveyor Deadline for Upload and Submission
GMEC Final Summary Resubmitted with Revisions	8 days prior to RC Surveyor Deadline for Upload and Submission
Upload Documentation for Residency Committee (RC) Surveyor by Deadline Requested in Letter by Agenda Closing	By RC Surveyor Deadline for Upload and Submission which is typically 10-13 days before the site visit.

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Timeline for Preparation of Documents for 10-Year Site Visit

Attachment 4

Activity	When Due
Specialty specific PIF(full site visit) and Common PIF completed by Program Director and submitted to GME Leadership	60 days prior to RC Surveyor Deadline for Upload and Submission
Program provides supporting documents requested by WEBAds to GME Leadership (e.g., policies, rotation schedules, evaluation tools, procedure log documentation) or surveyor in the site visit announcement letter	60 days prior to RC Surveyor Deadline for Upload and Submission
Feedback from GME Leadership provided on Specialty (full site visit) and Common PIF	50 days prior to RC Surveyor Deadline for Upload and Submission
Feedback from GME Leadership provided on supporting documents to Program Director	40 days prior to RC Surveyor Deadline for Upload and Submission
Revised Specialty (full site visit) and Common PIF, and supporting documents submitted to GME Leadership	30 days prior to RC Surveyor Deadline for Upload and Submission
Meeting with GMEC Leadership (DIO/Assoc.DIO/GME Director) to review documents	30 days prior to RC Surveyor Deadline for Upload and Submission
GMEC Final Summary Resubmitted with Revisions	20 days prior to RC Surveyor Deadline for Upload and Submission
Upload Documentation for Residency Committee (RC) Surveyor by Deadline Requested in Letter by Agenda Closing	10 days Prior to RC Surveyor Deadline for Upload and Submission

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Timeline for Complement Increase (ACGME-accredited)

Attachment 5

<u>Activity</u>	<u>When Due</u>
Funding Source Documented and Confirmed for Complement Increase by Program Director	180 days prior to RC Agenda closing date
Rationale Provided for Request and all supporting documentation (e.g., rotation schedules, clinical volumes) to GME Leadership by Program Director	150 days prior to RC Agenda closing date
Program Director Meeting with GME Leadership to review and/or revise request	120 days prior to RC Agenda closing date
Recommended changes completed by Program Director based on meeting with GME Leadership and resubmitted to GME Leadership	100 days prior to RC Agenda closing date
Review of Revised rationale and supporting documentation and any final revisions provided to Program Director by GME leadership	55 days prior to RC Agenda closing date
Presentation to GMEC for approval by Program Director	40 days prior to RC Agenda closing date
Submission by Program to RC by Agenda Closing	10 days prior to RC Agenda Closing Date

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Timeline for Complement Increase (no accrediting body approval required)

Attachment 6

<u>Activity</u>	<u>When Due</u>
Funding Source Documented and Confirmed for Complement Increase by Program Director	180 days prior to Making Offer to Applicant
Rationale Provided for Request and all supporting documentation (e.g., rotation schedules, clinical volumes) to GME Leadership by Program Director	150 days prior to Making Offer to Applicant
Program Director Meeting with GME Leadership to review and/or revise request	120 days prior to Making Offer to Applicant
Recommended changes completed by Program Director based on meeting with GME Leadership and resubmitted to GME Leadership	100 days prior to Making Offer to Applicant
Review of Revised rationale and supporting documentation and any final revisions provided to Program Director by GME leadership	55 days prior to Making Offer to Applicant
Presentation to GMEC for approval by Program Director	40 days prior to Making Offer to Applicant

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