

<b>REVIEW AND APPROVAL OF ACGME RESIDENCY REVIEW COMMITTEE AND OTHER ACCREDITING BODY DOCUMENTS BY DESIGNATED INSTITUTIONAL OFFICIAL, ASSOCIATE DESIGNATED INSTITUTIONAL OFFICIAL AND GRADUATE MEDICAL EDUCATION COMMITTEE</b>	<b>PAGE:</b> 1 of 4	<b>PROCEDURE NO:</b> <b>GMS - R</b>
	<b>EFFECTIVE DATE:</b> 7/1/11 approval 1/28/2016	
<b>SUBJECT:</b> <b>REVIEW AND APPROVAL OF ACGME RESIDENCY REVIEW COMMITTEE DOCUMENTS BY DESIGNATED INSTITUTIONAL OFFICIAL AND GRADUATE MEDICAL EDUCATION COMMITTEE</b>		
<b>APPROVALS:</b> Graduate Medical Education Committee: 1/28/2016		

### 1. Purpose

As the institutional sponsor, the University of Maryland Medical Center (UMMC) is responsible for ensuring that it reviews and approves program requests for changes and other documents that are to be submitted to the Accreditation Council for Graduate Medical Education (ACGME) or other formal accrediting bodies

### 2. Scope

This policy applies to all ACGME and equivalency accredited Residency and Fellowship training programs sponsored by UMMC, and collaboratively overseen by the School of Dentistry, School of Medicine, and School of Pharmacy (collectively referred to as "School").

### 3. Responsibility

It is the responsibility of the directors of each residency ("Program Directors"), UMMC management, School officials, and UMMC's Graduate Medical Education Committee (GMEC) to comply with this policy.

### 4. Program Director's Confirmation of Accuracy

At the time of the submission, the program director must acknowledge that the documentation being submitted for consideration by the GMEC/DIO/ADIO, is complete, accurate, and submitted within those timeframes specified by the timelines that are appended to this policy in Attachments 1-6.

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5. Process for submission of documents for review and approval by the GMEC

The GMEC delegates the preliminary review of those documents requiring its review jointly to the UMMC Office of Graduate Medical Education, the UMMC Designated Institutional Official (DIO) and the UMMC Associate DIO (ADIO). **In order to permit adequate time for this review, the Program Director should provide all documents within accordance of the timelines in Attachments 1-6, appended to this policy.** Submission Due Date is defined as the program's deadline for submitting documents to the ACGME or other accrediting body.

The GMEC will review all proposals at its regularly scheduled meetings. In extraordinary circumstances, the GMEC may delegate authority for final review and approval to the DIO/ADIO of the GMEC in circumstances where a full GMEC review cannot be performed prior to the program's Submission Due Date.

Each submission shall be signed or electronically approved by the appropriate Program Director, as well as the DIO/ADIO of the GMEC in order to document that GMEC review and approval has taken place. If required by the ACGME or other accrediting body, the UMMC Office of Graduate Medical Education will also obtain the signatures/approvals of others that may be required.

6. All program directors must seek prior GMEC/DIO/ADIO approval before submitting any information or requests to the ACGME or other accrediting

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body. The content of these requests must be verified by the program director as being accurate and complete before they are submitted for approval.

Information and requests that require prior GMEC/DIO/ADIO approval include:

- a. all accreditation applications for new programs (with or without formal accrediting bodies)
- b. all documentation required for a formal or full site visit by the ACGME or other accrediting body
- c. all changes in resident complement, whether permanent or temporary;
- d. requests involving major changes in program structure or length of training;
- e. all additions and/or deletions of participating institutions used by a program;
- f. all formal responses or communications requested of the Program Director by any ACGME RC or other accrediting body;
- g. all requested appointments of new program directors;
- h. all requests for increases or any changes to required resident duty hours
- i. voluntary withdrawals of ACGME-accredited programs or programs accredited by other accrediting bodies;

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- j. loss of the Joint Commission accreditation by any major participating institution
- k. requests for appeal of an adverse action taken by the ACGME or other accrediting body
- l. appeal presentations to the ACGME or Board of Appeal
- m. All program new application forms, as well as any correspondence or document submitted to the ACGME or other accrediting body as part of a full or focused site visit, and/or that addresses:
  - program citations, and/or
  - requests for changes in the program that would have significant impact, including financial, on the program or institution,
  - and, as other specified by the specific RC or other accrediting body

Failure to adhere to the review and approval requirements and timelines may result in delayed review or denial by, or delayed submission to the ACGME RC or other accrediting body.

## 7. Delegation

When appropriate and permitted by the ACGME or other accrediting body, the DIO may delegate the authority for final approval and signature to the ADIO if the DIO is not available, so as to permit submission of the information by requested Submission Due Dates.