**Timeline for New Program Applications (No Accrediting Body)**

**Attachment 1**

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| --- | --- |
| **Activity** | **When Due** |
| 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**

|  |  |
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| **Activity** | **When Due** |
| 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**

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| **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**

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| --- | --- |
| **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**

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| **Activity** | **When Due** |
| 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**

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| **Activity** | **When Due** | |
| 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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