

**INOVA FAIRFAX MEDICAL CAMPUS
GRADUATE MEDICAL EDUCATION POLICY**

Institutional Policy on Program Director Communication with the ACGME

I. Purpose

To establish a procedure that will ensure that the Graduate Medical Education Committee (GMEC) and DIO review and approve all correspondence to the ACGME from Program Directors, prior to submission to the ACGME.

II. Scope

This policy will apply to all ACGME-accredited graduate medical education programs at Inova Fairfax Medical Campus.

III. Program Responsibilities and Requirements

The Program Director must obtain DIO review and co-signature on all program application forms, as well as any correspondence or document submitted to the ACGME that addresses: program citations, and/or requests for changes in the program that would have significant impact, (including financial), on the program or institution.

Additionally, the Program Director must obtain review and approval of the institution's GMEC and DIO before submitting information or requests to the ACGME; including:

- A. all applications for ACGME accreditation of new programs and subspecialties
- B. changes in resident complement
- C. major changes in program structure or duration or training
- D. additions or deletions of participating sites
- E. appointments of new program directors
- F. progress reports which have been requested by any Review Committee
- G. self-study reports for the 10 year Accreditation Site Visit
- H. responses to Clinical Learning Environment Review (CLER) reports
- I. requests for exceptions to the duty hours requirement
- J. voluntary withdrawals of ACGME-accredited programs
- K. requests for an appeal of adverse actions by a review committee
- L. appeal presentations to an ACGME Appeals Panel
- M. proposals to ACGME for approval of innovative educational approaches