


Accreditation Council for Graduate Medical Education




PD Guide to the Accreditation Cycle: Part 3, After the Site Visit

New Program Directors Pre-Course
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Grapevine, Texas

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Overview

- Review of Program
- Accreditation Actions
- Notification of Actions
- Notification Letter
- Warning Statement
- Proposed Adverse Actions
- Appeal of Accreditation Decision
- Discussing Letter with Executive Director
- A Few New Features in ADS





RRC Review of Programs

- ❑ PIF is peer reviewed – typically 2 reviewers
- ❑ Reviewers use the following to determine whether program is in compliance with the requirements:
 - *PIF prepared by the program*
 - *Site visitor's report*
 - *Board scores*
- ❑ Program Directors: this is an open book test
 - *Questions in the PIF correspond to program requirements*
- ❑ Reviewers present program to Committee
- ❑ Committee assigns accreditation status along with review cycle, range of 1-5 years



Common Citations


- ❑ "Don't Have" Citations
 - *Patients (# & types); faculty; facilities/equipment; time/support; other program personnel*
- ❑ "Don't Do" Citations
 - *Lack of evidence that required educational experience is provided; curricular components lacking; duty hour compliance*
- ❑ "Didn't Bother To Do" Citations
 - *Proof/edit PIF; Incomplete or inconsistent information in PIF; did not fully describe/provide sufficient details; appendices missing*



The Mission of the RC is...

- ❑ ...to determine whether training programs are in substantial compliance with the published program requirements
- ❑ ...to help programs improve

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Accreditation Statuses

- Actions open to the RRC for core & independent subspecialty programs

Initial Accreditation	Proposed Withhold	Accreditation Withheld
Continued Accreditation	Proposed Probation	Probation
	Proposed Withdrawal	Accreditation Withdrawn
		Voluntary Withdrawal

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Accreditation Statuses (cont.)

- Actions open to the RRC for dependent subspecialty programs

Accreditation	Proposed Withhold	Accreditation Withheld
Continued Accreditation	Proposed Withdrawal	Accreditation Withdrawn
		Voluntary Withdrawal

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Accreditation Actions Summary of Actions in 2007

- 69% of all accredited programs reviewed (5,825 of 8,493)
- 45% of programs received accreditation decisions (2,596)

Types of Accreditation Decisions

Review Cycles



Email Notification of Actions

- Status e-mails are sent to the Program Director and DIO approximately 7 business days following the meeting
 - *Accreditation Status*
 - *Length of Program*
 - *Approximate Date of Next Site Visit*
 - *Progress Report Requested*
- Proposed adverse actions are not emailed




Preparation of Notification Letter

- Review citations for accuracy
 - *Particularly, proposed adverse actions*
- Edit/modify to ensure use of standard language and relationship to program requirements
- Review that actions taken at meeting were consistent across programs




Notification Letter

- Paper copies no longer being mailed
- Letters posted directly to ADS
- E-mail sent to Program Director, Fellowship Program Director and DIO as notification that the letter is available


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Notification Letter

- Program's official notification of actions of the RRC
- Available on ADS within 60 days of the RRC meeting
- Letter includes:
 - *Program information*
 - *Citations*
 - *Approximate date of next site visit*


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Notification Letter


Program Information

The Residency Review Committee for X, functioning in accordance with the policies and procedures of the Accreditation Council for Graduate Medical Education (ACGME), has reviewed the information submitted regarding the following program:

Specialty

Name of Program
Sponsoring Institution
City, ST

Program 1000000000



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Notification Letter

Accreditation Details

Based on all of the information available to it at the time of its recent meeting, the Review Committee accredited the program as follows:

Status: Continued Accreditation
Length of Training: # years
Maximum Number of Residents: *(depends on RRC)*
Residents per Level: *(depends on RRC)*
Effective Date: mm/dd/yyyy
Approximate Date of Next Site Visit: mm/dd/yyyy, FS or SSV
Cycle Length: # Year(s)
Progress Report Due: mm/dd/yyyy *(as needed)*
Approximate Date of Internal Review: mm/dd/yyyy

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Notification Letter


Additional Language

The Review Committee cited the following areas as not in substantial compliance with the ACGME's Requirements for Graduate Medical Education:

Areas Not in Substantial Compliance (Citations)


» *(Citations may contain suggestions for improvement)*

Reduction in Resident Complement
Program Strengths
Resident Complement Updates
Request for Progress Report
Request for Duty Hour Report

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Warning Language

- Programs w/ a 1 or 2 year review cycle will receive "warning" at the close of the letter
- Core/Independent Subspecialty Programs:
 - *At the time of the next review, the program's accreditation may be in jeopardy if these areas have not been addressed satisfactorily and/or other major areas warranting citation develop.*
- Dependent Subspecialty Programs:
 - *At the time of the next review, the program's accreditation may be withdrawn if these areas have not been addressed satisfactorily and/or other major areas warranting citation develop.*
- Initial Accreditation:
 - *In accordance with ACGME policy, if the program is judged to be not in substantial compliance with ACGME's Requirements for Graduate Medical Education at the time of its next review, the program's accreditation may be withdrawn.*

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Proposed Adverse Actions

- First, the adverse action is "proposed"*
 - *Citations include following references: PR, PIF & SVR*
- Rebut citations
 - *information revising, correcting or expanding previously submitted information; challenging the findings of the site visitor; rebutting the interpretation of the RC; demonstrating that the cited areas of non-compliance did not exist at time of review; or contending that the program is in compliance with requirement*



Proposed Adverse Actions (cont.)

- ❑ Program will receive guidelines for procedures for proposed adverse actions along with when response is expected
- ❑ Committee will review the PD's additional material/rebuttal response to each citation and decide whether to delete (rescind) or confirm (sustain) each citation
- ❑ Committee will act on the proposed adverse action: delete or confirm the action
- ❑ If confirmed, PD must inform residents and applicants in writing within 50 days of receipt of the notification letter
 - *Regardless if appeal process will be sought*
 - *Copy of letter must be sent to the ED*



Appeal of Accreditation Action

- ❑ Appeal: Probation, Withdrawal, Withhold
- ❑ Appeals procedures provided with letter
- ❑ Request for appeal w/in 30 days of receiving letter, otherwise decision is final.
- ❑ Appeal Panel/Process outlined
- ❑ For Withdrawal and Withhold consider reapplication instead of appeal



Discussing the Notification Letter

- ❑ Contact Executive Director
 - *For additional information related to the notification letter*
 - *To clarify citations that are unclear*
 - *To get details/perspective on Committee's concerns*
 - *For guidance on next steps and ways to correct/fix citation*
 - *If letter contains an error*

New Feature in ADS *Electronic Response to Citations*

- ❑ "Respond to Citations" feature within ADS
 - PDs prepare an electronic response to the citations for next site visit
- ❑ This will decrease paperwork burden for PD and DIOs
 - Citations will be pre-loaded in ADS and will form first part of the PIF for next site visit

