

# UB Graduate Medical Education Policy for ACGME Correspondence

February, 2002; Rev. October, 2002, February, 2004

Rev: **January, 2008**

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The Graduate Medical Education Committee (GMEC) is responsible for overseeing all residency program changes. Furthermore, the DIO, or a designee in the absence of the DIO, must review and cosign all program information forms and any documents or correspondence submitted to the ACGME by program directors including the following: (Institutional Requirements I.B.4.a. & III.B.10)

- all applications for ACGME accreditation of new programs;
- changes in resident complement;
- major changes in program structure or length of training;
- additions and deletions of participating sites
- appointments of new program directors;
- progress reports requested by any Review Committee;
- responses to all proposed adverse actions;
- requests for exceptions of resident duty hours
- voluntary withdrawals of program accreditation;
- requests for an appeal of an adverse action; and,
- appeal presentations to a Board of Appeal or the ACGME.

Programs with ACGME mandated response dates must allow time for review and response from the GMEC prior to submission. Submit information to the Office of Graduate Medical Education at least three weeks prior to the next scheduled GMEC meeting.

**Program Information Forms (PIF's)** must be submitted to the Office of Graduate Medical Education *three months before the anticipated date of their site visit. Any recommendations for changes in the document by the GMEC must be resubmitted to the Office of GME for review and signature 1 week prior to submission to the RRC (usually three weeks before the site visit).*

Failure to adhere to this procedure may delay submission of materials to the ACGME.