



**I. PURPOSE:**

The purpose of this policy is to ensure that the Graduate Medical Education Committee (GMEC) and the Designated Institutional Official (DIO) have appropriate oversight for reviewing and approving all documents and correspondence sent to the Accreditation for Graduate Medical Education (ACGME) per Children's National Hospital (CH) requirements.

**II. POLICY SCOPE:**

All Accreditation Council for Graduate Medical Education (ACGME) accredited residency and fellowship programs sponsored by CH.

**III. DEFINITIONS:**

*Trainee*

Trainee refers to all interns, residents and fellows participating in ACGME-accredited training programs sponsored by CH.

*Training Program*

Training program or program refers to an ACGME accredited internship, residency or fellowship training program sponsored by CH.

**IV. RESPONSIBILITY:**

It is the responsibility of all training program directors, the GMEC, and CH officials to comply with this policy.

The process for submission of documents for review and approval are as follows:

1. The GMEC delegates the preliminary review of all documents requiring its attention to the GME Office. Documents for review should arrive at the GME Office at least 30 days prior to the submission due date to the ACGME.
2. The GME Office is responsible for bringing all proposals to the GMEC for review at its regularly scheduled meetings. In extraordinary circumstances, the GMEC may delegate authority for final review and approval to the Chair of the GMEC.
3. All submissions must be signed by the appropriate training program director as well as the Chair of the GMEC. If other signatures are required by the ACGME, it is the responsibility of the GME Office to obtain those signatures.

V. **DOCUMENTS:**

*Documents for GMEC Review and Approval*

- I. Appointment of a new training program director
- II. Change in trainee complement
- III. Changes in program structure and length of training
- IV. Additions and/or deletions of participating Institutions
- V. All ACGME accreditation applications for new training programs
- VI. All ACGME correspondence to training programs
- VII. Progress reports requested by Review Committee
- VIII. Request for appeal of an adverse action by a Review Committee
- IX. Requests for exceptions to trainee work hour requirements
- X. Voluntary withdrawal of training program accreditation

VI. **APPROVAL**

Approved by:



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DIO/Vice Chair, Medical Education

9/9/2020

Date

VII. **REVIEW OR REVISION DATE**

Approved by the GMEC: April 22, 2005

Modified and Approved by GMEC: May 19, 2010

Modified and Approved by GMEC: January 20, 2017

Modified and Approved by GMEC: March 13, 2019

Modified and Approved by GMEC: September 9, 2020