

**Policy on GMEC Approval of Documents**  
**Graduate Medical Education Committee**  
**Children's National Medical Center**

- I. **Scope:** This policy applies to all graduate medical education programs sponsored by Children's National Medical Center (CNMC). The purpose of this policy is to outline the review and approval process for ACGME-accredited program requests to the ACGME.
- II. **Definitions:**
- Submission due date is defined as the program's deadline for submitting documents to the ACGME.
- III. **Responsibility:** It is the responsibility of all ACGME-accredited program directors, GMEC and CNMC officials to comply with this policy.

*Process for submission of document for review and approval*

- A. 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.
- B. 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.
- C. All submission must be signed by the appropriate 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.

*Documents for GMEC Review and Approval*

1. Appointment of new program director.
2. Changes in resident complement.
3. Changes in program structure and length of training.
4. Additions and/or deletions of participating institutions
5. All ACGME accreditation application for new programs.
6. All ACGME correspondence to programs

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