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
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
Accreditation Statuses

- Actions open to the RRC for core & independent subspecialty programs
  - Initial Accreditation
  - Continued Accreditation
  - Proposed Probation
  - Accreditation Withdrawal
  - Voluntary Withdrawal

Accreditation Statuses (cont.)

- Actions open to the RRC for dependent subspecialty programs
  - Accreditation
  - Proposed Probation
  - Accreditation Withdrawal
  - Voluntary Withdrawal

Accreditation Actions

Summary of Actions in 2007

- 69% of all accredited programs reviewed (5,625 of 8,493)
- 45% of programs received accreditation decisions (2,596)
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
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

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

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: 8 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
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

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.

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 (revoke) 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 of appeal process will be sought.
  - Copy of letter must be sent to the ED.

Appeal of Accreditation Action

- 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.
“Whoa—way too much information!”