


Accreditation Council for Graduate Medical Education 

## Know your Program Requirements (Common vs. Specialty-Specific)

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**New Coordinators Pre-Course**  
2008 ACGME Annual Educational Conference  
Grapevine, Texas

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Senior Administrator

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Administrator

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## Types of Requirements

1. Common Program Requirements
  - *Common Program Requirements for one-year fellowships*
2. Specialty-specific program requirements

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## 1. Common Program Requirements

- Developed by ACGME Board of Directors with input from Council of Review Committee Chairs
- Incorporated into each set of specialty/subspecialty program requirements (except most one-year subs)
- May not be changed by an RRC

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## 1. Common Program Requirements

- ▣ RRC may:
  - *Add more restrictive language to a common program requirement*
  - *Add specialty specific requirements to sections of common program requirements*

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## 1. Common Program Requirements

- ▣ Address issues common to all specialties:
  - *Program letters of agreement for participating sites must:*
    - + *identify faculty*
    - + *specify responsibilities for teaching, supervision and evaluation*
    - + *specify duration and educational content*
    - + *state policies and procedures*
  - *Program Director and faculty qualifications and responsibilities*

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## 1. Common Program Requirements

- ▣ Address issues common to all specialties:
  - *General competencies*
  - *Scholarly activity*
  - *Duty hours*

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## 1. Common Program Requirements

- Address issues common to all specialties:
  - *Resident evaluation:*
    - + *by faculty during each rotation*
    - + *six ACGME Competencies*
    - + *multiple evaluators*
    - + *progressive performance, with feedback*
    - + *enter practice without direct supervision*
  - *Faculty evaluation by residents and program*
  - *Program evaluation and improvement:*
    - + *systematic evaluation of curriculum*
    - + *by residents and faculty at least annually*
    - + *assessment results to improve the program*

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## 1. Common Program Requirements *One-Year Fellowships*

- One-year fellowships differ substantially
- Abbreviated Common Program Requirements

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## 2. Specialty-Specific Program Requirements

- Developed by RRC
- Periodic revisions available for review and comment
- Requirements must be reviewed and approved by ACGME Board of Directors

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## 2. Specialty-Specific Program Requirements

Specify:

- *Required length of training*
- *Required clinical experiences*
- *Required didactic experiences*

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## 2. Specialty-Specific Program Requirements

May specify:

- *Minimum number of faculty, or faculty-resident ratio*
- *Minimum number of patients or procedures*
- *Required pass rate of program graduates on the Board certification examination*

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## 2. Specialty-Specific Program Requirements

Questions regarding the requirements should be addressed to that RRC's Executive Director or Accreditation Administrator

Program Resources section provides information and tools specific to your specialty

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## Conclusion: Be Prepared

- Know the Common Program Requirements
- Know your specialty-specific program requirements
- When requirement revisions are distributed for review and comment, plan for changes in your program if needed to comply
- Contact RRC staff when questions arise

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