



Document Lists by Accreditation and Recognition Status for Accreditation and Recognition Site Visits

Document lists appear as in the Site Visit Announcement letter, which also confirms the date of the site visit, name(s) of the assigned Accreditation Field Representative, and other details for the day. The ACGME may update these lists at the discretion of the Department of Accreditation, Recognition, and Field Activities.

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Program

Application, Re-Application

Schedule of Didactics, Conferences, and Other Educational Activities

Planned schedule for didactics, conferences, and other educational activities for the first academic year of the program. Didactic activities may include, but are not limited to, lectures, conferences, interdepartmental conferences, courses, labs, asynchronous learning, simulations, drills, case discussions, grand rounds, morbidity and mortality conferences, journal clubs, didactic teaching, and education in critical appraisal of medical evidence. (IV.A.4.) Be sure the conference schedule addresses any specialty-specific requirements for didactics.

Program

Initial Accreditation, Initial Accreditation with Warning

Resident/Fellow Files:

Upload items from each resident/fellow file in a combined PDF. The evaluations should be for specific residents/fellows and not blank templates. The evaluations may be from individual evaluators and/or in aggregated format.

Current (if applicable)

Include the following selected items from two current resident/fellow files for each year of the educational program:

- Completed rotation evaluations of the residents/fellows by faculty members
- Completed multi-source evaluations of current residents/fellows (examples: peer, self, nurses, non-physician staff member(s))
- Completed semiannual evaluations of current residents/fellows

Example: In a three-year program, the ACGME will review six resident/fellow files, with two from each year.

Graduates (if applicable)

- Completed final evaluations of program graduates in the last three years (evaluation forms from two residents/fellows from each of the past three years; a total of six evaluation forms)

Example: If a program graduates two or more residents per year, upload two resident files from each of the past three years for a total six completed evaluations. If the program graduates one resident per year, upload that graduate's evaluations.

All Residents/Fellows that Have Left the Program without Completing Education in the Program (if applicable)

- Completed semiannual evaluations of all residents/fellows in the last three years who did not complete the program

Transferred (if applicable)

- Documentation of prior education and training for residents/fellows who have transferred into the program in the past three years

Schedule of Didactics, Conferences, and Other Educational Activities

Conference schedule for the current academic year that includes didactics, conferences, other educational activities, and the faculty member or resident/fellow assigned to lead or present each didactic session. The materials provided for the accreditation or recognition site visit should include those educational experiences provided to all residents/fellows together, as well as PGY-level-specific educational activities/schedules. Didactic activities may include, but are not limited to, lectures, conferences, interdepartmental conferences, courses, labs, asynchronous learning, simulations, drills, case discussions, grand rounds, morbidity and mortality conferences, journal clubs, didactic teaching, and education in critical appraisal of medical evidence. (IV.A.4.) Be sure the conference schedule addresses any specialty-specific requirements for didactics.

Sample of a Completed Annual Evaluation of a Faculty Member by Residents/Fellows

Sample of a completed annual confidential evaluation of a faculty member by residents/fellows. Programs using an electronic evaluation system may provide a summary report for a faculty member (Common Program Requirement V.B.1.). The evaluation should be for a specific faculty member and not a blank template. The evaluation may be from individual evaluators and/or in an aggregated format.

Program-Specific Policies and Guidelines

Guidelines for circumstances and events that require residents/fellows to communicate with appropriate supervising faculty members (Common Program Requirement VI.A.2.e)). It is possible these guidelines exist elsewhere, and this upload request may be duplicative. Please upload these guidelines even if they exist elsewhere in ADS.

Policies and procedures to ensure coverage and continuity of patient care in circumstances in which residents/fellows are unable to attend work, including but not limited to fatigue, illness, family emergencies, and parental leave (VI.C.2., VI.C.2.a), and VI.D.2.). It is possible these policies and procedures exist elsewhere, and this upload request may be duplicative. Please upload these guidelines even if they exist elsewhere in ADS.

Sample of Work Hour Report Data

Sample of work hour report data demonstrating the program's work hour monitoring system (minimum six months). The upload should be in the same format used for monitoring by the designated institutional official, Graduate Medical Education Committee, or other individual(s) with oversight (Common Program Requirement VI.F.1.).

Documents Demonstrating Resident/Fellow Participation in Quality Improvement Activities

A list of up to 10 activities and opportunities in which residents/fellows participated in patient safety and interprofessional quality improvement activities (Common Program Requirement VI.A.) in the past 12 months (if applicable).

Other (optional)

Other documents requested by the Accreditation Field Representative

Other (optional)

Other documents requested by the Accreditation Field Representative

Program

Continued Accreditation, Continued Accreditation with warning, Continued Accreditation without Outcomes, or Probationary Accreditation

Program Letters of Agreement

Current, signed program letters of agreement (PLAs) for participating sites providing required rotations. (Common Program Requirement I.B.2.)

Resident/Fellow Files:

Upload items from each resident/fellow file in a combined PDF. The evaluations should be for specific residents/fellows and not blank templates. The evaluations may be from individual evaluators and/or in aggregated format.

Current (if applicable)

Include the following selected items from two current resident/fellow files for each year of the educational program:

- Completed rotation evaluations of the residents/fellows by faculty members
- Completed multi-source evaluations of current residents/fellows (examples: peer, self, nurses, non-physician staff member(s))
- Completed semiannual evaluations of current residents/fellows

Example: In a three-year program, the ACGME will want to review six resident/fellow files, with two from each year.

Graduates (if applicable)

- Completed final evaluations of program graduates in the last three years (evaluation forms from two residents/fellows from each of the past three years; a total of six evaluation forms)

Example: If the program graduates two or more residents per year, upload two resident files from each of the past three years for a total six completed evaluations. If the program graduates one resident per year, upload that graduate's evaluations.

All Residents/Fellows that Have Left the Program without Completing the Educational Program (if applicable)

- Completed semiannual evaluations of all residents/fellows in the last three years who did not complete the educational program

Transferred (if applicable)

- Documentation of prior education and training for residents/fellows who have transferred into the program in the past three years

Example of Competency-Based Goals and Objectives

One example of competency-based goals and objectives for a required educational experience designed to promote progress on a trajectory to autonomous practice (IV.A.2.).

Schedule of Didactics, Conferences, and Other Educational Activities

Conference schedule for the current academic year that includes didactics, conferences, other educational activities, and the faculty member or resident/fellow who is assigned to lead or present each didactic session. The materials provided for the site visit should include those

educational experiences provided to all residents/fellows together as well as PGY-level-specific educational activities/schedules. Didactic activities may include, but are not limited to, lectures, conferences, interdepartmental conferences, courses, labs, asynchronous learning, simulations, drills, case discussions, grand rounds, morbidity and mortality conferences, journal clubs, didactic teaching, and education in critical appraisal of medical evidence (IV.A.4.). Be sure the conference schedule addresses any specialty-specific requirements for didactics.

Sample of a Complete Annual Evaluation of a Faculty Member by Residents/Fellows

Sample of a completed annual confidential evaluation of a faculty member by residents/fellows. Programs using an electronic evaluation system may provide a summary report for a faculty member (Common Program Requirement V.B.1.). The evaluation should be for a specific faculty member and not a blank template. The evaluation may be from individual evaluators and/or in an aggregated format.

Program-Specific Policies and Guidelines

Program-specific (not institutional) policy(ies) (Institutional Requirement IV.1.2.) for supervision of residents/fellows and guidelines for circumstances and events that require residents/fellows to communicate with appropriate supervising faculty members (Common Program Requirement VI.A.2.) and policies and procedures to ensure coverage and continuity of patient care in circumstances in which residents/fellows are unable to attend work, including but not limited to fatigue, illness, family emergencies, and parental leave (VI.C.2., VI.C.2.a), and VI.D.2.) (if any or all are included in one policy, upload a single document; if these documents exist in multiple documents, combine and upload a single document).

Sample of Work Hour Report Data

Sample of work hour report data demonstrating the program's work hour monitoring system (minimum six months). The upload should be in the same format used for monitoring by the designated institutional official, Graduate Medical Education Committee, or other individual(s) with oversight (Common Program Requirement VI.F.1.).

Documents Demonstrating Resident/Fellow Participation in Quality Improvement Activities

A list of up to 10 activities and opportunities where residents/fellows participate in patient safety and interprofessional quality improvement activities (Common Program Requirement VI.A.) in the past 12 months (if applicable).

Other (optional)

Other documents requested by the Accreditation Field Representative(s)

Other (optional)

Other documents requested by the Accreditation Field Representative(s)

Program

Initial Recognition, Initial Recognition with Warning

Resident/Fellow Files

Upload items from each resident/fellow file in a combined PDF. The evaluations should be for specific residents/fellows and not blank templates. The evaluations may be from individual evaluators.

Current (if applicable)

Selected items from two current designated osteopathic resident/fellow files:

- Formative evaluation of current designated osteopathic residents/fellows by osteopathic faculty members during an educational assignment (e.g. rotation) that evaluates their competence in osteopathic principles and practice (OPP). (V.A.2.a)-V.A.2.d)
- Semi-annual evaluations of current designated osteopathic residents/fellows completed by the Director of Osteopathic Education that documents their performance and progression in the application of OPP in each of the ACGME Competencies. (V.A.2.i)

Graduates (if applicable)

- Final evaluations of designated osteopathic resident/fellow graduates in the last three years that documents their performance related to the application of OPP in each of the ACGME Core Competencies during their final period of education (two graduates). (V.A.3.c).(2))

Osteopathic Skills Evaluations

Blank evaluation forms listed below to evaluate the program's designated osteopathic residents/fellows:

- Skill proficiency in Osteopathic Manipulative Treatment (OMT), as applicable to the specialty (OSCE, mock practical, etc.). (V.A.2.h).(2))
- Integration of OPP into scholarly activity. (V.A.2.f))

Educational Program

- Conference and hands-on didactics schedule showing osteopathic didactics for the current academic year.
- Overarching competency-based goals and objectives outlining how OPP are integrated into the osteopathic curriculum. (III.)
- A written shared faculty member plan. (IV.B.1.a)

Completed Annual Evaluation of Osteopathic Faculty Members

A sample completed annual evaluation of two to three osteopathic faculty members by designated osteopathic residents/fellows. (V.B.2.a))

Sample Program Evaluation Completed by Designated Osteopathic Residents/Fellows

A sample program evaluation completed by designated osteopathic residents/fellows (three total evaluations, if available). (V.C.1.)

Sample Program Evaluation Completed by Designated Osteopathic Faculty Members

A sample program evaluation completed by designated osteopathic faculty members (three total evaluations, if available). (V.C.1.)

Sponsoring Institutions

Initial Accreditation, Initial Accreditation with Warning, Continued Accreditation, Continued Accreditation with Warning, Probationary Accreditation

Documentation of Patient Care for Participating Sites that Are Hospitals

Documentation that any participating sites that are hospitals maintain appropriate accreditation for provision of patient care. (Institutional Requirements I.A.9., I.A.9.a), and I.A.9.a).(1)-(2))

Written Policies (see description)

- Resident/fellow appointments (Institutional Requirements IV.B.1., IV.B.2., IV.B.2.a-c), and IV.B.2.c).(1)-(3))
- Criteria for promotion and/or renewal of a resident's/fellow's appointment (Institutional Requirement IV.D.1.)
- Due process in instances where actions of suspension, non-renewal, non-promotion, or dismissal are taken against a resident/fellow (Institutional Requirement IV.D.1.b))
- Procedures for submitting and processing resident/fellow grievances (Institutional Requirement IV.E.)
- Vacation and leaves of absence (Institutional Requirement IV.H.1.-2.)
- Physician impairment (Institutional Requirement IV.I.2.)
- Harassment (Institutional Requirement IV.I.3.)
- Accommodations for disabilities (Institutional Requirement IV.I.4.)
- Discrimination (Institutional Requirement IV.I.5.)
- Supervision of residents/fellows (Institutional Requirement IV.J.1.)
- Clinical and educational work hours (*formerly called duty hours*) (Institutional Requirement IV.K.)
- Moonlighting (Institutional Requirements IV.K.1., and IV.K.1.a-d))
- Interactions with vendors (Institutional Requirement IV.L.)
- Non-competition guarantees or restrictive covenants (Institutional Requirement IV.M.)
- Substantial Disruptions in patient care or education (Institutional Requirements IV.N. and IV.N.1.)
- Closures or reductions in size of ACGME-accredited programs, and closure of the Sponsoring Institution (Institutional Requirements IV.O. and IV.O.1.-2.)

Sample(s) of the Residents'/Fellows' Agreement(s) of Appointment/Contract

Sample(s) of the residents'/fellows' agreement(s) of appointment/contract, including any additional reference material (e.g., related policies or information from handbooks or manuals), annotated to indicate the required 12 items (Institutional Requirements IV.C.2. and IV.C.2.a-l))

- Resident/fellow responsibilities
- Duration of appointment
- Financial support for residents/fellows
- Conditions for reappointment and promotion to a subsequent PGY level
- Grievance and due process
- Professional liability insurance, including a summary of pertinent information regarding coverage;
- Health insurance benefits for residents/fellows and their eligible dependents
- Disability insurance for residents/fellows
- Vacation, and leave(s) of absence for residents/fellows, compliant with applicable laws

- Timely notice of the effect of leave(s) of absence on the ability of residents/fellows to satisfy requirements for program completion
- Information related to eligibility for specialty board examinations; and,
- Institutional policies and procedures regarding resident/fellow clinical and educational work hours and moonlighting

Professional Liability Coverage for Residents/Fellows

Official documentation of residents'/fellows' professional liability coverage (provide a sample or template; does not have to be provided for each individual resident/fellow) (Institutional Requirements IV.F.1.-2.)

Other (optional)

Other documents requested by the Accreditation Field Representative

Other (optional)

Other documents requested by the Accreditation Field Representative