**New Application: Institutional Accreditation**

**ACGME International (ACGME-I)**

401 North Michigan Avenue • Chicago, Illinois 60611 • United States • +1.312.755.7042 • [www.acgme-i.org](http://www.acgme-i.org)

ACGME-I Policies and Procedures require that an organization achieve a status of International Institutional Initial Accreditation as a Sponsoring Institution prior to submission of any program application(s) for ACGME-I Foundational Accreditation or for ACGME-I Advanced Specialty Accreditation.

Download the International Institutional Requirements for Graduate Medical Education from the ACGME-I website: [www.acgme-i.org](http://www.acgme-i.org).

After the institution’s account has been activated in the Accreditation Data System (ADS), the Sponsoring Institution can begin the application process. The Institutional Application consists of three parts. The first is data entry in ADS, including designated institutional official (DIO) information, a list of other institutional personnel, basic information about the institution, and a listing of proposed and/or existing participating sites.

The second part is the ACGME-I Institutional Application. The application is a Microsoft Word document (see the pages following these instructions). The application includes questions that correspond to the International Institutional Requirements (effective 1 July 2021). Each question in the application is associated with a specific requirement.

The third part consists of institutional documents, including: a statement of institutional commitment to graduate medical education; organizational charts showing where graduate medical education (GME) is located in the overall institutional structure; an annotated copy of the residents’/fellows’ agreement of appointment/contract, with the required elements from Institutional Requirement II.D.4. highlighted; a list of the names and titles of members of the Graduate Medical Education Committee (GMEC); minutes of GMEC meetings convened within the previous four to sixmonths; and the protocol for the Special Review process [Institutional Requirement IV.B.6.a)]. The completed Institutional Application and required documents are then uploaded into ADS.

All sections of the Application Form must be completed for it to be accepted for review. The information provided should describe the institution as it currently exists. Type “N/A” in the space provided for any items that do not apply. Where patient numbers are requested, provide the previous year’s numbers. If any requested information is not available, an explanation must be given, and it should be so indicated in the appropriate place on the form. Note that the terms “resident” and “fellow” are used to describe any physician in GME, including interns, residents, subspecialty residents, and fellows.

The DIO of the Sponsoring Institution is responsible for the accuracy of the information supplied in this form and must submit the application electronically. No changes can be made to an application after submission to ACGME-I.

Email [acgme-i@acgme-i.org](mailto:acgme-i@acgme-i.org) with questions regarding the form’s content.

Email [ADS@acgme.org](mailto:ADS@acgme.org) with technical questions regarding access to or entering information in ADS (type the institution’s number in the subject line).

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| Institution Name: Click here to enter text. |

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When you have the completed forms, **number each page sequentially in the bottom center**. Report this pagination in the Table of Contents and submit this cover page with the completed Sponsoring Institution Application.

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**Institutional Organization and Responsibilities**

**Sponsoring Institution**

1. Describe the Sponsoring Institution that will assume ultimate responsibility for ACGME-I-accredited residency/fellowship education programs. Include information about the organization’s structure and an overview of its educational mission. (Limit 800 words)

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**Commitment to Graduate Medical Education (GME)**

1. Describe a representative initiative that will be undertaken by the Sponsoring Institution to facilitate residents’/fellows’ professional, ethical, and personal development. Include how the following will be involved in implementing the initiative:
2. The Graduate Medical Education Committee (GMEC)
3. Individual residency/fellowship program(s)

(Limit 400 words)

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1. Describe a representative initiative that will involve residents/fellows and will be undertaken by the Sponsoring Institution and/or its residency/fellowship program(s) to support safe and appropriate patient care, including specific information regarding the following:
2. Involvement of the GMEC and/or individual residency/fellowship program(s) in the implementation of this initiative
3. Use of curricular elements, evaluation methods, and supervision practices in the residency/fellowship program(s) to facilitate this initiative

(Limit 400 words)

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1. Has the Sponsoring Institution’s Statement of Commitment to GME been approved and signed by representatives of the institution’s governing body, administration, and GME leadership? YES NO

Explain if ‘NO.’ (Limit 250 words)

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1. Describe the institutional reporting relationships for GME, including an explanation of the following:
2. The position of the GMEC, and its relationship to the medical staff organization and the governing body of the Sponsoring Institution
3. The position of the designated institutional official (DIO)
4. The position to which the DIO reports
5. The positions that report to the DIO, including program director(s) and administrative staff members

(Limit 400 words)

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1. Will the DIO establish and implement procedures to ensure that the DIO, or a designee in the DIO’s absence, reviews and co-signs all program application forms and any documents and/or correspondence submitted to ACGME-I by program directors? YES NO

Explain if ‘NO.’ (Limit 250 words)

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1. What percent of the DIO’s time will be dedicated to GME educational and administrative responsibilities? (Limit 250 words)

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1. Describe how the Sponsoring Institution will provide financial support and protected time to its program directors to ensure they effectively fulfill their educational and administrative responsibilities to their respective programs. (Limit 400 words)

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1. Describe how the Sponsoring Institution will provide salary support for coordinators and/or other administrative staff members and resources (for example, time, space, technology, supplies) to allow for effective administration of the GME Office and all its educational programs. (Limit 400 words)

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1. Describe how the Sponsoring Institution will provide salary support and other resources (for example, time, space, technology, supplies) to the Sponsoring Institution's residency/fellowship programs. How will the DIO and GMEC be involved in this process? (Limit 400 words)

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1. Will physician faculty appointments follow established institutional procedures? YES NO

Explain if ‘NO.’ (Limit 250 words)

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If ‘YES,” will the procedure for appointing faculty members review evidence of or potential for the following?

1. Clinical expertise in the area of teaching responsibilities YES NO
2. Teaching and mentoring residents/fellows in each of the ACGME-I Competencies YES NO
3. Leadership at the institutional and/or national level YES NO
4. Scholarly activity YES NO
5. Participating in continuing education to enhance teaching YES NO
6. Serving as a role model of professionalism YES NO

Explain any ‘NO’ responses. (Limit 250 words)

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1. Describe the communication resources, technological support, and medical literature search capabilities that will be available for faculty members and residents/fellows. (Limit 250 words)

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1. Will the Sponsoring Institution have a policy that addresses administrative support for GME programs and residents/fellows in the event of a disaster or interruption in patient care? YES NO

Explain if ‘NO.’ (Limit 250 words)

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**Institutional Agreements**

1. Describe the mechanism through which the Sponsoring Institution will oversee and monitor the quality of GME within the institution and at all participating sites. (Limit 250 words)

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1. Will the Sponsoring Institution develop a template for Program Letters of Agreement to have in place for each participating site, in compliance with the ACGME-I Foundational Requirements? YES NO

Explain if ‘NO.’ (Limit 250 words)

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**Accreditation for Patient Care in Sponsoring and Participating Sites that Are Hospitals**

1. Are the Sponsoring Institution and all its participating sites accredited or recognized by the Joint Commission International? YES NO

Explain if ‘NO,’ including plans to obtain accreditation for patient care and/or a description of the agency that confers accreditation for patient care. (Limit 300 words)

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**Institutional Responsibilities For Residents/Fellows**

**Eligibility and Selection of Residents/Fellows**

1. Do the policies and procedures for resident/fellow recruitment include the following?
2. Graduation from a medical school registered in the World Directory of Medical Schools

YES NO

1. Satisfactory completion of the United States Medical Licensing Examination (USMLE) Steps 1 and 2 Clinical Knowledge, or an equivalent YES NO
2. Satisfactory completion of all requirements for licensure or its equivalent YES NO

Explain any ‘NO’ responses above and describe other specific criteria included in the Sponsoring Institution’s written policy and procedures regarding resident/fellow eligibility for appointment. (Limit 300 words)

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1. Describe the Sponsoring Institution’s written policy and procedures regarding resident/fellow selection. (Limit 250 words)

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**Financial Support for Residents**

1. Describe how the Sponsoring Institution and participating sites will provide all residents/fellows with appropriate financial support and benefits. (Limit 250 words)

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**Benefits and Conditions of Appointment**

1. Describe how the Sponsoring Institution will ensure that all candidates invited to interview for GME positions in accredited programs will be informed of the terms, conditions, and benefits of appointment.

(Limit 400 words)

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**Agreement of Appointment**

1. Describe how the Sponsoring Institution will ensure that each resident/fellow receives a written appointment/contract that outlines the terms and conditions of appointment to a GME program. (Limit 250 words)

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1. Describe how the Sponsoring Institution and its accredited residency/fellowship programs will fulfill their responsibilities to ensure that residents/fellows are informed of and adhere to established educational and clinical policies and procedures at all sites in which they learn and train. (Limit 400 words)

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1. Does the resident/fellow agreement/contract address the following?
2. Resident/fellow responsibilities YES NO
3. Financial support YES NO
4. Duration of appointment YES NO
5. Conditions for reappointment and promotion to a subsequent post-graduate year level YES NO
6. Residents’/fellows’ ability to implement grievance procedure if not reappointed or promoted YES NO
7. A fair, reasonable, and readily available grievance and due process policy that minimizes conflict of interest in the adjudication of issues YES NO
8. Liability protection and health and disability benefits for residents/fellows YES NO
9. Vacation, parental, sick, or other leave for residents/fellows, compliant with applicable laws YES NO
10. The effect of leave(s) on the ability of the resident/fellow to satisfy requirements to complete the program and on certification eligibility YES NO

Explain any ‘NO’ response(s). (Limit 250 words)

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1. Will residents/fellows be informed and have access to formal policies and procedures related to the following?
2. Access to confidential counseling, medical, and psychological services YES NO
3. Resident/fellow work hours YES NO
4. Physician impairment and substance abuse YES NO
5. Sexual and other forms of harassment YES NO
6. Provisions for residents/fellows with disabilities YES NO
7. Reduction in size or closure of a residency or fellowship, or closure of the institution YES NO

Explain any ‘NO’ response(s). (Limit 250 words)

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1. Does the institutional policy on closure/reduction:
   1. include that the Sponsoring Institution must inform the GMEC, the DIO, and the residents/fellows as soon as possible when it intends to reduce the size of or close either a program or the Sponsoring Institution? YES NO
   2. allow residents/fellows currently enrolled to complete their education or assist residents/fellows in enrolling in another program where they can continue their education? YES NO

Explain any ‘NO’ response(s). (Limit 250 words)

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**The Learning and Working Environment**

**Resident Forum**

1. Describe how residents/fellows will use an organization or forum to communicate and exchange information related to their educational and work environment, their GME program, and other resident/fellow issues. (Limit 300 words)

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1. Describe how the Sponsoring Institution and its GME programs will ensure that residents/fellows are able to raise and resolve concerns in a confidential and protected manner without fear of intimidation or retaliation. (Limit 250 words)

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**Support Services**

1. Will residents/fellows be expected to perform any of the following support services within the institution?
   1. Peripheral intravenous access placement YES NO
   2. Phlebotomy services YES NO
   3. Laboratory services YES NO
   4. Radiology services YES NO
   5. Transporter services YES NO

For any ‘YES’ response, explain how the institution will ensure that resident/fellow education is balanced with patient care. (Limit 300 words)

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1. Describe the medical records system used by the Sponsoring Institution and its participating sites.   
   (Limit 250 words)

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**Healthy and Safe Work Environment**

1. Will residents/fellows have access to food services 24 hours a day when on duty? YES NO

Explain if ‘NO.’ (Limit 250 words)

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1. Will the Sponsoring Institution and its participating sites provide adequate and appropriate call rooms/sleeping quarters that are safe, quiet, and private? YES NO

Explain if ‘NO.’ (Limit 250 words)

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1. Describe the measures the Sponsoring Institution and its participating sites will take to provide for residents'/fellows’ safety and personal security in areas such as parking facilities, on-call rooms/sleeping quarters, and hospital and institutional grounds and facilities. (Limit 400 words)

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| Click here to enter text. |

1. Will residents and fellows have access to the following?
2. Systems for reporting errors, adverse events, unsafe conditions and near misses YES NO
3. Opportunities to contribute to root cause analyses or other risk-reduction processes

YES NO

1. Data to improve systems of care and reduce health care disparities YES NO
2. Opportunities to participate in quality improvement initiatives YES NO

Explain any ‘NO’ responses. (Limit 250 words)

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1. Describe how the Sponsoring Institution will oversee supervision of residents/fellows consistent with program-specific policies and the mechanisms where residents/fellows can report inadequate supervision. (Limit 400 words)

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1. Will all residents/fellows and faculty members have education on the following?
2. professional responsibilities of physicians, including the obligation to be rested and fit to provide care YES NO
3. Unprofessional behavior and a confidential process for reporting, investigating, and monitoring such concerns YES NO
4. Symptoms of burnout, depression, and substance abuse YES NO
5. Access to appropriate tools for self-screening YES NO
6. Effective transitions of patient care YES NO
7. Fatigue mitigation YES NO

Explain any ‘NO’ responses. (Limit 250 words)

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| Click here to enter text. |

1. Will residents/fellows have access to confidential, affordable, mental health assessment, counseling, and treatment, including access to urgent and emergent care 24 hours a day 7 days a week?

YES NO

Explain if ‘NO.’ (Limit 250 words)

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**Graduate Medical Education Committee (GMEC)**

**GMEC Composition**

1. Describe the operating structure by which the GMEC will carry out its required responsibilities (for example, subcommittees, an executive committee, or use a consortia model). (Limit 400 words)

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1. Does the GMEC voting membership include the following?
   1. DIO YES NO
   2. A minimum of two residents/fellows nominated by their peers YES NO
   3. Representative program directors YES NO
   4. A quality improvement or patient safety officer or designee YES NO

Explain any ‘NO’ response(s). (Limit 250 words)

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| Click here to enter text. |

**GMEC Responsibilities**

1. Will the GMEC obtain information and feedback and make annual recommendations to the Sponsoring Institution regarding resident/fellow stipends, benefits, and funding for residency/fellowship positions? YES NO

Explain if ‘NO.’ (Limit 300 words)

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1. Describe how the GMEC will ensure that communication mechanisms exist between itself and all program directors within the Sponsoring Institution? (Limit 400 words)

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1. Describe how the GMEC will ensure that program directors maintain effective communication with site directors at each participating site. (Limit 250 words)

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1. Will the GMEC develop and implement written institutional policies and procedures regarding the following?
2. Compliance with ACGME-I clinical and education work hours YES NO
3. Supervision of residents/fellows YES NO
4. Resident/fellow recruitment and admission YES NO
5. Promotion and/or renewal of a resident’s/fellow’s appointment YES NO
6. Resident/fellow remediation, non-promotion, and dismissal YES NO
7. Resident/fellow health insurance and disability insurance YES NO
8. Resident services, including access to confidential counselling YES NO
9. Resident/fellow due process relating to actions of suspension, non-renewal, non-promotion, or dismissal YES NO
10. Submitting and processing resident/fellow grievances at the program and institutional levels

YES NO

1. Resident/fellow vacation and other leaves of absence YES NO

Explain any ‘NO’ response(s). (Limit 250 words)

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| Click here to enter text. |

1. Describe how the GMEC will monitor programs’ supervision of residents and fellows to ensure it is consistent with the following? (Limit 400 words)
2. Provision of safe and effective patient care
3. Educational needs of the learner
4. Progressive responsibility appropriate to the residents’/fellows’ level of education
5. Applicable Foundational and Advanced Specialty Requirements

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1. Describe how the GMEC will communicate with medical staff leadership regarding each of the following areas. (Limit 400 words)
   1. Safety and quality of patient care
   2. Resident participation in patient safety and quality of care education
   3. Accreditation status of programs and any citations regarding patient care issues

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1. Describe how the GMEC will ensure that each program provides a curriculum and an evaluation system that enables residents/fellows to demonstrate achievement of the ACGME-I Competencies as defined in the Foundational and Advanced Specialty Requirements. (Limit 400 words)

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1. Will the GMEC provide oversight of Sponsoring Institution’s accreditation through an Annual Institutional Review? YES NO

Explain if ‘NO.’ (Limit 250 words)

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| Click here to enter text. |

If ’YES,’ will the Annual Institutional Review include the following?

* 1. The most recent ACGME-I Letter of Notification YES NO
  2. Results of ACGME-I surveys of residents/fellows and faculty members YES NO
  3. Each ACGME-I-accredited program’s accreditation information YES NO

Explain any ‘NO’ response(s). (Limit 250 words)

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1. Describe the processes the GMEC will use to submit a written executive summary of the Annual Institutional Review to the Sponsoring Institution’s governing body and government entity, as required locally. (Limit 300 words)

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1. Describe the criteria the GMEC will use to identify underperforming programs. (Limit 300 words)

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1. Describe the Special Review Process the GMEC will use to set quality improvement goals and corrective actions for underperforming programs. (Limit 300 words)

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1. Will the GMEC monitor the following for all ACGME-I-accredited programs?
   1. Resident/fellow status, including selection, evaluation, promotion, discipline, and dismissal

YES NO

* 1. Letters of Notification YES NO
  2. Action plans for correction of citations YES NO
  3. Learning environment within the Sponsoring Institution and all participating sites YES NO
  4. Annual Program Evaluation YES NO
  5. Self-Study YES NO

Explain any ‘NO’ response(s). (Limit 250 words)

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| Click here to enter text. |

1. Will the GMEC have processes in place to review the following for approval prior to submission to ACGME-I by program directors?
   1. Applications for accreditation of new programs YES NO
   2. Changes in resident/fellow complement YES NO
   3. Major changes in program structure or length of the educational program YES NO
   4. Additions and deletions of participating sites YES NO
   5. Appointment of new program directors YES NO
   6. Progress reports requested by the Review Committees-International YES NO
   7. Responses to all citations and accreditation decisions YES NO
   8. Voluntary withdrawal of program accreditation YES NO
   9. Requests for an appeal of an adverse action YES NO
   10. Appeal presentations to a Board of Appeal or to ACGME-I YES NO

Explain any ‘NO’ response(s). (Limit 250 words)

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1. Describe the process for GMEC oversight of reductions and/or closures of individual programs, major participating sites, and/or the Sponsoring Institution. (Limit 400 words)

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1. As applicable to the individual jurisdiction, will the Sponsoring Institution maintain a statement or policy that addresses interactions between vendor representatives/corporations and residents/fellows/GME programs? YES NO

Explain if ‘NO.’ (Limit 250 words)

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| Click here to enter text. |

**ATTACHMENTS TO BE UPLOADED TO ADS**

Label each attachment as indicated below and upload into ADS.

* **Attachment 1**: Statement of Commitment signed by all required parties
* **Attachment 2**: Organizational chart(s) depicting the organized administrative system that will oversee the GME program(s) in the Sponsoring Institution; the chart(s) should provide a graphic representation of the reporting relationships and indicate where GME and the DIO are located within the overall institutional structure
* **Attachment 3**: A copy of the resident/fellow appointment agreement /contract, with the required elements from Sponsoring Institution requirement II.D.4. highlighted
* **Attachment 4**: GMEC membership, including list of names of GMEC members
  + Where applicable, identify the specialty/subspecialty program affiliation for members (internal medicine, general surgery, anesthesiology, etc.), as well as their projected role in the program (program director, program coordinator, etc.).
  + Include the position title of other institutional administrators.
  + Include the residency/fellowship program and post-graduate year for all resident/fellow members.
* **Attachment 5**: Minutes from each GMEC meeting held during the four-to-six months prior to submission of the Institutional Application for accreditation. It is expected that the GMEC will have convened in the months preceding this application to oversee the accreditation process, and as such, these minutes should cover the areas specified below. Place the minutes in chronological order. Do not include any agenda attachments or subcommittee minutes. The submitted minutes must include evidence that:

1. GMEC composition includes the DIO, at least two residents or fellows, at least one program director, and a member of the institution’s quality improvement and/or patient safety team.
2. the GMEC has reviewed and adopted policies addressing the following, which may be institutional policies (not specific to GME):
3. Sexual and other forms of harassment;
4. Accommodations for resident/fellow disabilities consistent with all applicable laws and regulations; and,
5. Physician impairment.
6. the GMEC has reviewed and approved GME policies for:
7. effective oversight of compliance with ACGME-I work hour standards;
8. supervision of residents/fellows;
9. criteria for promotion and/or renewal of a resident’s/fellow’s appointment;
10. resident/fellow due process relating to actions of suspension, non-renewal, non-promotion, or dismissal;
11. submitting and processing resident/fellow grievances at the program and institutional level;
12. resident/fellow vacation and other leaves of absence; and,
13. administrative support for GME programs in the event of a disaster or interruption in patient care.

* **Attachment 6**: One example of a policy that has been reviewed and adopted by the GMEC. Choose one of the following policies to attach: compliance with ACGME-I work hour standards; resident/fellow supervision; promotion and/or renewal of resident/fellow appointment; or resident/fellow due process relating to actions of suspension, non-renewal, non-promotion, or dismissal.
* **Attachment 7**: The protocol for the Special Review process [See Institutional Requirement IV.B.6.a)].