Non-accredited residencies/fellowships

GMEC approved: July 2014
GMEC Reviewed and approved: April 2017

Policy

Residency/Fellowship programs conducted by academic departments in advanced subspecialty disciplines for which there is no Accreditation Council for Graduate Medical Education accreditation or American Board of Medical Specialties member board certification or new fellowships that will be applying for ACGME accreditation at a future date are considered unaccredited residency/fellowships.

- Non-accredited residencies/fellowships will be conducted directly by the responsible academic department, but subject to GMEC oversight.
- Non-accredited GME programs shall be a minimum of 12 months in length.
- The guiding principle for establishing a non-accredited GME residency/fellowship programs must be that such a program shall provide an educational experience of comparable quality to other medical education programs while in no way interfering with, or detracting from, the training of residents and fellows in other sponsored GME programs.
- Matters pertaining to the selection of trainees, and disciplinary and grievance processes, shall be the responsibility of the academic department, according to all applicable standards. Residents in non-accredited programs will receive stipends and benefits corresponding to the schedule established by the GMEC for all residents.
- Residents in non-accredited programs will be processed and credentialed by the GME Office in accordance with the same policies and procedures that apply to residents in accredited programs.
- For existing non-accredited programs, the GMEC must review and approve all changes in training complement, major changes in program length or structure, and the appointment of new program directors.

The program director of the proposed new training program must petition the GME Committee in an application also signed by the chair of the department.

The application to the GME Committee must:

- Establish the clinical need for the program at local, regional and national levels
- Determine the impact of the new program on other training programs
- Develop the residents’ rotational schedule
- Develop the FTE budget by hospital on the rotational schedule
- Suggest possible sources of funding, including the department, for GME follow-up
- Inform the GME Committee how the program determined the number of residents/fellows per year and the total number of residents
- Describe the didactic structure, including the core curriculum educational structure, goals and objectives, and assessment tools
- Assure that the program director’s qualifications meet the required guidelines
• Assure that an adequate administrative structure and support are available
• Assure that key faculty members are available and that their absences from other programs do not create adverse effects
• Estimate resident/fellow duty hours and describe the system of monitoring duty hours include letters of support from programs providing required rotations and from programs that could be affected.

The GME Office will review the application and present its report to the GME Committee. The GMEC will communicate its findings and recommendations to the program director and the chair of the department. The opinion of the GMEC is final.

Oversight of Non-accredited Residencies/Fellowships

GMEC approved: July 2014
GMEC reviewed and approved:

Policy

The Wayne State University School of Medicine Graduate Medical Education Committee is responsible for oversight of all graduate medical education programs in accordance with the Accreditation Council for Graduate Medical Education Institutional Requirements. Additionally, the GMEC has responsibility for oversight of non-accredited residency/fellowship programs.

The GMEC provides oversight of non-accredited graduate medical education programs by:

• Reviewing and approving proposals for new programs
• Approving appointments of new program directors
• Approving requests for changes in fellow complement
• Approving requests for major changes in program structure or length of training
• Approving requests for increases or any change to fellow duty hours
• Reviewing non-accredited program annual evaluations and action plans.

Non-accredited residency/fellowship programs must adhere to WSUSOM Medical Education Policies and ACGME Common Program Requirements.

Program Personnel and Resources

• Program director: There must be a single program director with authority and accountability for the operation of the program. Qualifications of the program director must include:
  o Requisite specialty expertise acceptable to the GMEC and current certification in the specialty by the specialty board or specialty qualifications that are acceptable to the GMEC.
  o The program director must coordinate training with the core program director, if one exists. Programs which exist in departments with ACGME-accredited residencies need cooperation
between program director to avoid training conflicts and to ensure compliance with medical education policies as defined by the GMEC. As such, the two program directors must work together to coordinate and optimize resident and fellow experiences.

- The program director is responsible for all communications with the GMEC, including submitting requests for required approvals and an annual evaluation and action plan.

- **Faculty:** There must be a sufficient number of faculty members with documented qualifications to instruct and supervise all fellows. The faculty must devote sufficient time to the educational program to fulfill their supervisory and teaching responsibilities, and demonstrate a strong interest in the education of fellows.

- **Other Program Personnel:** The program must jointly ensure the availability of all necessary professional, technical and clerical personnel for the effective administration of the program.

- **Resources:** The program must ensure the availability of adequate resources for resident/fellow education. This includes administrative support for maintaining files for verification of training, evaluation and duty hour requirements. If applicable, all funding agreements must be approved and processed through the WSU SOM GME office.

### Resident/Fellow Eligibility and Appointments

The program director may not appoint more residents than approved by the GMEC. The program’s educational resources must be adequate to support the number of residents appointed to the program.

The prospective resident/fellow must meet the criteria for appointment as spelled out in the appointment policy (see Recruitment, Selection/Non-discrimination and Appointment Policy).

In addition to the criteria for appointment a prospective fellow must have successfully completed an ACGME-accredited core specialty program or meet other eligibility requirements as specified by the Review Committee or other accrediting body. Letters of offer must be signed by the program director. The appointment of the resident will be made by contracts issued by the WSU SOM Graduate Medical Education office.

### Educational Program

The curriculum and educational components must be documented. It is strongly suggested that the programs integrate the ACGME core competencies into the curriculum:

- **Patient Care: Residents** must be able to provide patient care that is compassionate, appropriate and effective for the treatment of health problems and the promotion of health.

- **Medical Knowledge: Residents** must demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social-behavioral sciences, as well as the application of this knowledge to patient care.

- **Practice-based Learning and Improvement: Residents** are expected to develop skills and habits to be able to (1) systematically analyze practice using quality improvement methods and
implement changes with the goal of practice improvement; and (2) locate, appraise and assimilate evidence from scientific studies related to their patients’ health problems.

- **Interpersonal and Communication Skills: Residents** must demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families and health professionals.
- **Professionalism: Residents** must demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles.
- **Systems-based Practice: Residents** must demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care.
- **Scholarly Activities: Residents** must demonstrate scholarly activity during their training period.

**Evaluations**

- **Residents Formative Evaluation**: The faculty must evaluate fellow performance in a timely manner, following the end of the rotation. For longitudinal rotations, evaluation must occur at a minimum twice a year. The fellowship program director must provide each fellow with documented evaluation and formative feedback at least twice a year. Evaluations must be available for review by the fellow. It is strongly suggested that fellowship program director provide objective assessments of competency in the six ACGME competencies.

- **Residents Summative Evaluation**: The fellowship program director must provide a summative letter of completion upon successful completion of the program. This evaluation must become part of the fellow's permanent record maintained by the institution. This evaluation must document the fellow’s performance during the fellow’s education and verify successful completion of the program.

- **Faculty Evaluation**: At least annually, the program must document evaluation of faculty performance as it relates to the educational program. If there are less than three residents/fellows per year, then it is advised to pool faculty evaluation results (e.g., every two to three years before presentation to faculty to preserve anonymity of the residents/fellows evaluating the faculty).

- **Program Evaluation and Improvement**: The program must document evaluation of the program at least annually. These evaluations must include at a minimum an evaluation of the program by the residents/fellow. The Annual Program Evaluation template, as defined by the GME office, must be completed and returned to the GME office annually by a specified date.

**Performance Requirements**

Residents/fellows in non-accredited programs are subject to the same performance requirements as other WSU SOM residents/fellows. Continuation in the program, promotion to the next level of the program, and graduation from the program are contingent upon successful completion of program requirements and approval from the program faculty and program director.