Response to ACGME or other National Organization Correspondence Policy

GMEC approved: November 2008
GMEC revised: July 2011
GMEC updated and approved: March 2015
GMEC updated and approved: February 2017

Policy

To ensure oversight of continued program accreditation the GMEC must be notified of any program receiving an ACGME Letter of Notification (LON) that includes citations, request for response or an adverse action accreditation decision including: probationary accreditation, withdrawal of accreditation or administrative withdrawal. The GMEC must review and approve any correspondence with the ACGME before it is submitted either by written progress report or entered in to ACGME ADS.

In addition to the ACGME letters of notification, the GMEC must be notified of receipt of any letters from other national organizations, i.e. National Resident Matching Program (NRMP).

Procedure

ACGME Letters of Notification

If any programs receives an ACGME Letter of Notification (LON) that includes citations, request for response or an adverse action accreditation decision including: probationary accreditation, withdrawal of accreditation or administrative withdrawal, the program director must submit an immediate response to the DIO and prepare a written report addressing the LON to be presented at the GMEC. This GMEC meeting may occur ad hoc (if a response is required before the next GMEC meeting) or at the next regularly scheduled GMEC meeting.

Time will be allocated for DIO review, program director revisions, GMEC review and final signatures according to the prescribed ACGME timeline for response (see ACGME Correspondence Flow Chart).

The process for review is as follows:

- Step 1: Program director drafts response to ACGME citations and or/adverse actions including action plan to address citations, and submits to GMEC within 30 days of receipt of letter.
- Step 2: ACGME LON, program director’s response letter and program action plan are reviewed at the GMEC meeting. The GMEC either approves correspondence and plan, or requests revisions and resubmission.
- Step 3(a): If Letter and Plan are approved by GMEC. The program director submits a follow-up report in six months.
- Step 3(b): If GMEC request letter and/or plan revisions. The program director resubmits correspondence and action plan at the next GMEC meeting. Once approved by the GMEC, the program director submits a follow-up plan in six months.
- Step 4: After GMEC approval and finalization, the program director updates “response to citations” on ACGME ADS.
- Step 5: If a progress report is requested by the ACGME (separate from the ADS update), the letter must also be signed by the DIO before submission to the ACGME.
All Other Letters

- Once the program is in receipt of the correspondence the program director will confer with the DIO regarding the drafting of any response requested and before any reply is constructed or sent.

Monitoring

All ACGME letters of notifications and response from the residency program will be reviewed by the GMEC to ensure compliance with this policy.