



A C G M E

Accreditation Council for Graduate Medical Education

**Guide to the
Common Program Requirements
(Fellowship)**

(Version 4.0; revised December 2025)

Guide to the Common Program Requirements (Fellowship)

The Guide to the Common Program Requirements is a living document that will be updated as the Common Program Requirements change. In addition to this Fellowship version, the ACGME has developed a Residency version.

This guide is available as a **downloadable PDF** that can be printed. If referring to a printed version, periodically check the website for any version updates.

The Guide should serve as a resource, and the content within it is designed to serve as helpful guidance and not to be interpreted as additional requirements. It is also not meant to be read cover to cover in one sitting, but to be referenced as needed throughout the academic year.

If there are any conflicts between the Guide and the Common Program Requirements, as interpreted and implemented by the Review Committees, the interpretation and implementation of the Review Committees shall control.

Note: Every set of subspecialty-specific Program Requirements includes content specific and unique to the subspecialty. Subspecialty Program Requirements are not addressed in this Guide. The subspecialty-specific FAQs and other resource documents provided by the respective Review Committee should be consulted; these are available on the respective [specialty section](#) of the ACGME website. Contact Review Committee staff members with specific questions.

Format

- Individual Program Requirements are included on the pages with a yellow background.
 - *Italicized text provides philosophical background; these statements are not Program Requirements and, therefore, are not citable by Review Committees.*
 - Text in boxes provides Background and Intent and is also not citable.
 - Review Committees may further specify additional Program Requirements only where bracketed notes indicate that the Review Committee may/must further specify.
- Guidance for understanding and applying individual Program Requirements is included on the pages with a white background.
- Each entry in the Table of Contents is a link that can be used to jump to a specific topic area in the Guide.
- The search function allows users to enter key words to quickly locate information.
- Where appropriate, screenshots of what data entry looks like within the ACGME's Accreditation Data System (ADS) are included. ADS screenshots may change as system enhancements are made every month. The Guide will be updated periodically as these changes occur.

The ACGME encourages feedback, comments, and questions about the Guide at accreditation@acgme.org.

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COMMON PROGRAM REQUIREMENTS

Common Program Requirements (Fellowship) are in BOLD

Where applicable, italicized text is used to provide definitions or describe the underlying philosophy of the requirements in that section. These statements are not program requirements and are therefore not citable.

Note: Review Committees may further specify only where indicated by “The Review Committee may/must further specify.”

Background and Intent: These fellowship requirements reflect the fact that these learners have already completed the first phase of graduate medical education. Thus, the Common Program Requirements (Fellowship) are intended to explain the differences.

Introduction

Definition of Graduate Medical Education

Fellowship is advanced graduate medical education beyond a core residency program for physicians who desire to enter more specialized practice. Fellowship-trained physicians serve the public by providing subspecialty care, which may also include core medical care, acting as a community resource for expertise in their field, creating and integrating new knowledge into practice, and educating future generations of physicians. Graduate medical education values the strength that a heterogeneous group of physicians brings to medical care, and the importance of accessible and psychologically safe learning environments.

Fellows who have completed residency are able to practice autonomously in their core specialty. The prior medical experience and expertise of fellows distinguish them from physicians entering residency. The fellow’s care of patients within the subspecialty is undertaken with appropriate faculty supervision and conditional independence. Faculty members serve as role models of excellence, compassion, cultural sensitivity, professionalism, and scholarship. The fellow develops deep medical knowledge, patient care skills, and expertise applicable to their focused area of practice. Fellowship is an intensive program of subspecialty clinical and didactic education that focuses on the multidisciplinary care of patients. Fellowship education is often physically, emotionally, and intellectually demanding, and occurs in a variety of clinical learning environments committed to graduate medical education and the well-being of patients, residents, fellows, faculty members, students, and all members of the health care team.

In addition to clinical education, many fellowship programs advance fellows’ skills as physician-scientists. While the ability to create new knowledge within medicine is not exclusive to fellowship-educated physicians, the fellowship experience expands a physician’s abilities to pursue hypothesis-driven scientific inquiry that results in contributions to the medical literature and patient care. Beyond the clinical subspecialty expertise achieved, fellows develop mentored relationships built on an infrastructure that promotes collaborative research.

Definition of Subspecialty

[The Review Committee must further specify]

GUIDANCE

The Introduction is not a requirement but is a philosophic statement that embodies the meaning and purpose of graduate medical education (GME). It describes why GME is important and why programs must ensure that fellows are provided with the best education possible.

The Definition of Subspecialty is also not a requirement but is a philosophic statement that must be further specified in the subspecialty-specific Program Requirements.

To review the subspecialty-specific Program Requirements:

1. Go to <https://www.acgme.org/specialties/>:
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

For example, to locate the Program Requirements for Foot and Ankle Orthopaedic Surgery:

1. Go to <https://www.acgme.org/specialties/>.
2. Select Orthopaedic Surgery.
3. Select Program Requirements and FAQs and Applications at the top of the specialty section.
4. Access a PDF copy of the current Program Requirements for Foot and Ankle Orthopaedic Surgery by selecting the “Program Requirements Effective [current date]” file in the box labeled “Foot and Ankle Orthopaedic Surgery.”

As Program Requirements are revised and approved by the ACGME Board of Directors, Program Requirements that are approved but not yet effective can be found on that same page, labeled “Effective Future Date.”

Some subspecialties have also developed an FAQ document, which complements the subspecialty Program Requirements and can be found below the subspecialty-specific Program Requirements.

COMMON PROGRAM REQUIREMENTS

SECTION 1: Oversight

Sponsoring Institution

The Sponsoring Institution is the organization or entity that assumes the ultimate financial and academic responsibility for a program of graduate medical education consistent with the ACGME Institutional Requirements.

When the Sponsoring Institution is not a rotation site for the program, the most commonly utilized site of clinical activity for the program is the primary clinical site.

Background and Intent: Participating sites will reflect the health care needs of the community and the educational needs of the fellows. A wide variety of organizations may provide a robust educational experience and, thus, Sponsoring Institutions and participating sites may encompass inpatient and outpatient settings including, but not limited to a university, a medical school, a teaching hospital, a nursing home, a school of public health, a health department, a public health agency, an organized health care delivery system, a medical examiner's office, an educational consortium, a teaching health center, a physician group practice, federally qualified health center, or an educational foundation.

- 1.1. The program must be sponsored by one ACGME-accredited Sponsoring Institution. ^(Core)

GUIDANCE

Sponsorship and Sponsoring Institution Accreditation

Common Program Requirement 1.1. corresponds with [Institutional Requirement 1.1](#): “Residency and fellowship programs accredited by the ACGME must function under the ultimate authority and oversight of one Sponsoring Institution. Oversight of resident/fellow assignments and of the quality of the learning and working environment by the Sponsoring Institution extends to all participating sites.”

Sponsorship of a program includes responsibility for oversight of the Sponsoring Institution’s and all accredited programs’ compliance with the applicable ACGME requirements, and the assurance of the resources necessary for graduate medical education.

The ACGME Board of Directors delegates authority for accrediting Sponsoring Institutions to the [Institutional Review Committee](#). The ACGME’s primary point of contact with each Sponsoring Institution is the designated institutional official (DIO).

For more information about Sponsoring Institutions, refer to the [ACGME Institutional Requirements and Frequently Asked Questions](#).

COMMON PROGRAM REQUIREMENTS

Participating Sites

A participating site is an organization providing educational experiences or educational assignments/rotations for fellows.

- 1.2 The program, with approval of its Sponsoring Institution, must designate a primary clinical site.^(Core)

[The Review Committee may specify which other specialties/programs must be present at the primary clinical site and/or the expected relationship with a core program in the discipline]

GUIDANCE

1.2. Primary clinical site designations and Sponsoring Institution approval

The philosophic statement preceding Common Program Requirement 1.1. defines a program’s primary clinical site as “the most commonly utilized site of clinical activity for the program.” A program should follow its Sponsoring Institution’s methods for identifying the primary clinical site. Typically, the “most commonly utilized” participating site is that which has the highest count of fellow full-time equivalents (FTEs) in a program over an academic year, assuming a full and evenly distributed fellow complement.

ADS screenshot: primary clinical site

In a program’s Accreditation Data System (ADS) profile, the designated primary clinical site can be found in the “Sites” tab. It is marked as “Primary” in the list of participating sites (# column), is shaded in yellow, and appears first on the list.

The screenshot shows the 'Sites' tab in the ADS interface. At the top, there are navigation tabs: Overview, Program, Faculty, Fellows, Sites (selected), Surveys, Milestones, Case Logs, Summary, Uploads, and Reports. Below these are three filter buttons: Instructions, Participating Site Definition, and Sponsoring Institution Definition. A 'Block Diagram' section is visible with a 'Complete' status. The main content area is titled 'Participating Site Information' and includes a 'Filter Results' button. A table lists the participating sites with columns for #, ID, Site Name, Required Rotation, and Rotation Months (Y1, Y2, Y3). The first site is highlighted in yellow and has a 'Primary' label. Below the table, it says 'Showing 1 to 3 of 3 entries'. A 'Comments' section follows, with a text area for additional information.

#	ID	Site Name	Required Rotation	Rotation Months
				Y1 Y2 Y3
1			Yes	7 8 8
2			Yes	4 4 4
3			Yes	1 0 0

ADS screenshot: identifying the primary clinical site in applications

In applications for ACGME accreditation, when adding participating sites, programs are directed to identify one of the participating sites as the primary clinical site. Only one site can be identified as the primary clinical site.

Overview Program Faculty Fellows Sites Surveys Milestones Case Logs Summary Uploads Reports

< Back To Sites

Edit Participating Site: Cancel Save Site

Site Name:

Is this a site for patient care?

Yes
 No

Primary Clinical Site:

Yes
 No

Since all participating sites used by a program must be added in ADS by the designated institutional official (DIO) or their designee, this satisfies the requirement of having the Sponsoring Institution's approval of the program's participating sites and designation of the primary clinical site.

[The Review Committee may specify which other specialties/programs must be present at the primary clinical site and/or the expected relationship with a core program in the discipline]

Since Review Committees may specify which other specialties/programs must be present at the primary clinical site and/or the expected relationship with a core program in the discipline, programs must review the subspecialty-specific Program Requirements:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select "Program Requirements and FAQs and Applications" at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

Questions about subspecialty Program Requirements or expectations for the primary clinical site should be directed to specialty Review Committee staff members. Programs can also access the [Common Program Requirements FAQs](#) for additional information on participating sites.

COMMON PROGRAM REQUIREMENTS

Participating Sites

A participating site is an organization providing educational experiences or educational assignments/rotations for fellows.

- 1.3. There must be a program letter of agreement (PLA) between the program and each participating site that governs the relationship between the program and the participating site providing a required assignment. ^(Core)
- 1.3.a. The PLA must be renewed at least every 10 years. ^(Core)
- 1.3.b. The PLA must be approved by the designated institutional official (DIO). ^(Core)
- 1.4. The program must monitor the clinical learning and working environment at all participating sites. ^(Core)
- 1.5. At each participating site there must be one faculty member, designated by the program director, who is accountable for fellow education for that site, in collaboration with the program director. ^(Core)

Background and Intent: While all fellowship programs must be sponsored by a single ACGME-accredited Sponsoring Institution, many programs will utilize other clinical settings to provide required or elective training experiences. At times it is appropriate to utilize community sites that are not owned by or affiliated with the Sponsoring Institution. Some of these sites may be remote for geographic, transportation, or communication issues. When utilizing such sites, the program must designate a faculty member responsible for ensuring the quality of the educational experience. In some circumstances, the person charged with this responsibility may not be physically present at the site, but remains responsible for fellow education occurring at the site.

Suggested elements to be considered in PLAs will be found in the Guide to the Common Program Requirements. These include:

- Identifying the faculty members who will assume educational and supervisory responsibility for fellows
- Specifying the responsibilities for teaching, supervision, and formal evaluation of fellows
- Specifying the duration and content of the educational experience
- Stating the policies and procedures that will govern fellow education during the assignment

GUIDANCE

The program letter of agreement (PLA) is a written document that addresses graduate medical education (GME) responsibilities between a program and a participating site at which fellows have required educational experiences.

Note:

- Program directors are responsible for PLAs. Designated institutional officials (DIOs) are required to review and approve all PLAs.
- A change in program director or DIO does not require updating a PLA with new signatures.
- PLAs must be updated and renewed at least every 10 years.
- PLAs are required only for sites providing required educational experiences.
- Although the ACGME does not require PLAs for sites providing elective rotations, an institution or GME office may require a PLA for those sites.
- PLAs are between a program and the participating site and include all rotations taking place at that participating site.
- PLAs are not required for participating sites under the governance of the Sponsoring Institution.

The purpose of a PLA is to ensure a shared understanding of expectations for the educational experience, the nature of the experience, and the responsibilities of the program and the participating site.

As specified in the Background and Intent under Common Program Requirement 1.5., suggested elements for a PLA include:

- identifying the faculty members who will assume educational and supervisory responsibility for fellows;
- specifying the responsibilities for teaching, supervision, and formal evaluation of fellows;
- specifying the duration and content of the educational experience;
- stating the policies and procedures that will govern fellow education during the assignment.

Additional considerations for PLAs that may be further clarified in subspecialty-specific FAQs include:

- the site director may be the program director in some cases, but the program director is not usually the site director at all participating sites; and
- if the site is distant, the program should consider providing the fellows with accommodation proximate to the participating site.

The ACGME requires copies of PLAs to be uploaded in the Accreditation Data System (ADS) for new program applications and updated applications. Accreditation Field Representatives request copies of and verify PLAs during site visits for applications, initial accreditation, and other types of site visits. For programs with a status of Continued Accreditation, the PLA is not requested when a new participating site is added in ADS. However, the program must provide confirmation that a PLA is in place and list the effective date. If the effective date is not available, the signature date may be documented as the effective date.

ADS screenshot: adding a participating site and PLA details

When entering a new participating site in ADS, programs are asked to confirm that a PLA exists and provide its effective date.

Overview Program Faculty Fellows Sites Surveys Milestones Case Logs Summary Uploads Reports

< Back To Sites

Edit Participating Site:

Site Name:

Is this a site for patient care?

Yes
 No

Primary Clinical Site:

Yes
 No

Required Rotation:

Yes
 No

Do all fellows rotate through this site?

Yes
 No

Program Letter of Agreement (PLA) exists between program and site?

Yes
 No
 N/A (site under governance of sponsoring institution)

Program Letter of Agreement (PLA) Date:

Examples of rotations that require a PLA

- one-month required rotation in a pediatric inpatient unit in a children's hospital in a family medicine program
- one-month required rotation in rheumatology in an internal medicine program
- two-month required rotation in an emergency department with a Level 1 trauma center at a site that is not the Sponsoring Institution
- longitudinal required geriatric experience in a long-term care facility in a family medicine program
- four-week required retina rotation with a community physician who is not a member of the medical staff of one of the participating sites in an ophthalmology program

Potential Areas for Improvement (AFIs) or citations

- failure to have a PLA signed by the DIO, the program director, and the site director for each site at which fellows rotate for a required educational experience
- failure to renew a PLA every 10 years
- incorrect/incomplete participating site information in ADS

In addition to the guidance included here, the [Common Program Requirements FAQs](#) address multiple questions from the GME community about PLAs.

Common Program Requirement 1.4. requires that the program must monitor the clinical learning and working environment at all participating sites. The Background and Intent further explains the rationale for this requirement and is worth repeating: “While all fellowship programs must be sponsored by a single ACGME-accredited Sponsoring Institution, many programs will utilize other clinical settings to provide required or elective education and training experiences. At times it is appropriate to utilize community sites that are not owned by or affiliated with the Sponsoring Institution. Some of these sites may be remote for geographic, transportation, or communication issues. When utilizing such sites, the program must ensure the quality of the educational experience.” Examples of how programs can monitor the experience at all participating sites include but are not limited to:

- fellow evaluations of rotations at each participating site;
- participation of the site director in faculty meetings; and
- inclusion of the site director on the Clinical Competency Committee (CCC), and/or on the Program Evaluation Committee (PEC).

COMMON PROGRAM REQUIREMENTS

Participating Sites

A participating site is an organization providing educational experiences or educational assignments/rotations for fellows.

- 1.6. The program director must submit any additions or deletions of participating sites routinely providing an educational experience, required for all fellows, of one month full time equivalent (FTE) or more through the ACGME's Accreditation Data System (ADS).^(Core)

[The Review Committee may further specify]

GUIDANCE

The philosophic statement preceding Common Program Requirement 1.2. defines a participating site as “an organization providing educational experiences or educational assignments/rotations for fellows.” In addition to the primary clinical site, per Common Program Requirement 1.6., the program director must submit any additions or deletions of participating sites routinely providing an educational experience of one month or more in the ACGME’s Accreditation Data System (ADS).

When applying for accreditation or recognition of a new program, or when a change occurs in the educational structure of a program and there is a new participating site at which a required educational experience of one month or more will occur, the program director must add the new site in ADS. All sites added in ADS will be visible to both the program and the Review Committee.

Adding participating sites in ADS that provide elective experiences and/or experiences shorter than one month in length is not required by the ACGME but may be helpful for some specialties.

[The Review Committee may further specify]

Since Review Committees may specify other requirements related to participating sites, programs must review the subspecialty-specific Program Requirements:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

Questions about subspecialty-specific Program Requirements related to participating sites should be directed to specialty Review Committee staff. Programs can also access the [Common Program Requirements FAQs](#) for additional information on participating sites.

ADS screenshot: adding a participating site

To add a site in ADS, log into the program’s ADS profile, then go to the Sites tab on the top navigation bar and click the “Add Site” blue button.

Overview						
Program						
Faculty						
Residents						
Sites						
Surveys						
Milestones						
Summary						
Uploads						
Reports						
Instructions			Participating Site Definition		Sponsoring Institution Definition	
Block Diagram						Complete^
Participating Site Information						Reorder + Add Site
Filter Results						
#	ID	Site Name	Required Rotation	Rotation Months		
				Y1	Y2	Y3
Primary			Yes	8	10	8
2			Yes	3	2	4
3			Yes	1	0	0

ADS screenshot: instructions for adding participating sites

For instructions on the participating sites to add into ADS, on the “Sites” tab, click the arrow on the “Instructions” blue bar to expand it.

The screenshot shows the 'Sites' tab in the ADS interface. The navigation bar includes 'Overview', 'Program', 'Faculty', 'Fellows', 'Sites', 'Surveys', 'Milestones', 'Case Logs', 'Summary', 'Uploads', and 'Reports'. Below the navigation bar, there is a 'Back To Edit Site' link. The main content area has three tabs: 'Instructions' (highlighted in blue with an upward arrow), 'Participating Site Definition', and 'Sponsoring Institution Definition'. The 'Instructions' tab is expanded, showing the following text:

Enter all participating sites that routinely provide an educational experience, required for all residents/fellows, of one month or more. Refer to the specialty-specific program requirements for further specification. PLAs are not needed if the participating site is under the same governance as the Sponsoring Institution. See the [Common Program Requirements Frequently Asked Questions](#) for additional information and guidance on PLAs.

List all participating sites that are physically located at different locations (e.g., two separate outpatient clinics within the same health system should be listed as two separate participating sites). However, if residents/fellows travel to a separate outpatient clinical location under the supervision of a faculty member appointed by the participating site, the location may be considered part of the participating site if it is on the same campus or within 30 minutes of road travel time. The order and names of the sites listed should be consistent in ADS and on block diagrams.

If at least some residents/fellows have required experiences at a participating site, please select "required rotation = yes." If a participating site is used for only some residents/fellows, indicate "do all residents rotate through this site = no."

ADS screenshot: participating site definition

For the definition of a participating site, click the arrow on the “Participating Site Definition” blue bar to expand it.

The screenshot shows the 'Sites' tab in the ADS interface. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a 'Back To Edit Site' link. The main content area has three tabs: 'Instructions', 'Participating Site Definition' (highlighted in blue with an upward arrow), and 'Sponsoring Institution Definition'. The 'Participating Site Definition' tab is expanded, showing the following text:

An organization providing educational experiences or educational assignments/rotations for residents/fellows. A wide variety of organizations may provide a robust educational experience and, thus, participating sites may encompass inpatient and outpatient settings including, but not limited to medical schools, general hospitals, specialty hospitals, ambulatory care centers, community health centers, governmental public health agencies, medical examiner's offices, Department of Defense military treatment facilities, Department of Veterans Affairs healthcare system facilities, end-of-life or long-term care facilities, poison control centers, schools, schools of public health, sports venues, blood collection and processing centers, reference laboratories, or prisons/jails/other carceral facilities.

Primary clinical site: The most commonly utilized facility designated for clinical activity in the program. Whichever site is designated as the Primary Clinical Site determines the "Primary Site Visit Location" for this program.

ADS screenshot: adding participating site details

On the “Add Site” screen, the program will select a site name from the pre-populated dropdown menu. If the site is not on the list, contact the designated institutional official to have the site added. Programs may only enter sites that the Sponsoring Institution has approved and added to ADS. Complete all other information and click the “Save Site” button. (see accompanying screenshot which follows on the next page)

Add Participating Site

[Cancel](#)
Save Site

Site Name: ?

Select One ▼

Is this a site for patient care?

Yes
 No

Primary Clinical Site:
University of Alabama Hospital

Is Clinical Site? (Admin Only) ?

Required Rotation:

Yes
 No

Do all residents rotate through this site?

Yes
 No
 Unknown

Program Letter of Agreement (PLA) exists between program and site?

Yes
 No
 N/A (site under governance of sponsoring institution)
 Unknown

Program Letter of Agreement (PLA) Date: ?

📅

Rotation Months (align with block diagram):

Y1	Y2	Y3

Distance to Primary Clinical Site:

Miles
Minutes

Describe how this participating site is used for your program.

Site Director: ?

Select... ▼

Which of the following are available within this site for residents (check all that apply):

Safe, quiet, clean, and private sleep/rest facilities available and accessible with proximity appropriate for safe patient care
 Shower
 Secure areas (lockers or rooms that can be locked)
 Access to food
 Parking accessible to site
 Internet Access
 Reasonable accommodations for residents/fellows with disabilities consistent with the Sponsoring Institution's policy
 Clean and private facilities for lactation with proximity appropriate for safe patient care
 Clean and safe refrigeration resources for the storage of human milk

NOTE: Programs should complete all requested information. The ACGME may request additional information from the program if the information submitted is incomplete or inaccurate. For example:

- Rotation months for each post-graduate year listed for that participating site do not align with the rotation months on the block diagram.
- The description of the content of the educational experience does not include a rationale for the addition of the site, faculty coverage, volume/variety of clinical experience, site support, and/or educational impact.

While copies of program letters of agreement (PLAs) are not required when adding a new participating site, programs should ensure that a PLA is in place. A copy may be requested by the ACGME during a site visit or as needed.

ADS screenshot: deleting a participating site

If the program no longer uses a participating site, the site should be removed from its list of sites in ADS. To remove a site, on the Sites tab, hover over the site in the list of participating sites and click the “X” button.

#	ID	Site Name	Required Rotation	Rotation Months
				Y1 Y2 Y3
1			Yes	8 10 8
2			Yes	3 2 4
3			Yes	1 0 0

Once all participating sites have been added to or deleted from ADS, programs should review the list of participating sites and ensure that they are ordered based on the number of months fellows spend at each site, with the most-used site listed as primary and all other sites listed in descending order. Programs should also ensure that the number of months for each year of training totals 12. If the number of months for each year of education and training do not total 12, the “Comments” box should be used to provide an explanation to the Review Committee. Lastly, programs should ensure that the participating sites listed in ADS match the participating sites listed on the block diagram, including the number of months fellows rotate at each site. This is a common discrepancy identified by Review Committees.

Review Committee approval of participating site additions and deletions

Once a site is added to or removed from ADS, the Review Committee staff members are notified of the change. The change is reviewed per the Review Committee process and programs will receive notification of approval or follow-up from the Review Committee staff.

Common Areas for Improvement (AFIs) or citations

Some of the most common areas for which programs receive an AFI or citation include:

- the listing of participating sites in ADS does not match information on the block diagram;
- the number of months for each year of education and training listed for each participating site in ADS is different from the block diagram;
- the number of months for each year of education and training does not total 12 and the program does not provide an explanation; and
- a site director is not identified or is incorrectly identified on the participating site profile in ADS and/or the PLA.

COMMON PROGRAM REQUIREMENTS

1.7 Resources

The program, in partnership with its Sponsoring Institution, must ensure the availability of adequate resources for fellow education. ^(Core)

[The Review Committee must further specify]

1.8. The program, in partnership with its Sponsoring Institution, must ensure healthy and safe learning and working environments that promote fellow well-being and provide for:

1.8.a. access to food while on duty; ^(Core)

1.8.b. safe, quiet, clean, and private sleep/rest facilities available and accessible for fellows with proximity appropriate for safe patient care; ^(Core)

Background and Intent: Care of patients within a hospital or health system occurs continually through the day and night. Such care requires that fellows function at their peak abilities, which requires the work environment to provide them with the ability to meet their basic needs within proximity of their clinical responsibilities. Access to food and rest are examples of these basic needs, which must be met while fellows are working. Fellows should have access to refrigeration where food may be stored. Food should be available when fellows are required to be in the hospital overnight. Rest facilities are necessary, even when overnight call is not required, to accommodate the fatigued fellow.

1.8.c. clean and private facilities for lactation that have refrigeration capabilities, with proximity appropriate for safe patient care; ^(Core)

Background and Intent: Sites must provide private and clean locations where fellows may lactate and store the milk within a refrigerator. These locations should be in close proximity to clinical responsibilities. It would be helpful to have additional support within these locations that may assist the fellow with the continued care of patients, such as a computer and a phone. While space is important, the time required for lactation is also critical for the well-being of the fellow and the fellow's family, as outlined in 6.13.c.1.

1.8.d. security and safety measures appropriate to the participating site; and, ^(Core)

1.8.e. accommodations for fellows with disabilities consistent with the Sponsoring Institution's policy. ^(Core)

1.9. Fellows must have ready access to subspecialty-specific and other appropriate reference material in print or electronic format. This must include access to electronic medical literature databases with full text capabilities. ^(Core)

GUIDANCE

1.7. Availability of adequate resources for fellow education

[The Review Committee must further specify]

Since Common Program Requirement 1.7. requires that Review Committees further specify about the “availability of adequate resources,” programs must review the subspecialty-specific Program Requirements:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

The ACGME monitors compliance with requirements in Common Program Requirements 1.7.-1.9. in various ways, including:

- questions answered by program leadership as part of an application or during the Accreditation Data System (ADS) Annual Update;
- questions answered by fellows and faculty members as part of the annual Resident/Fellow and Faculty Surveys; and
- questions asked by Accreditation Field Representatives during site visits of the program at various stages of accreditation.

The Resident/Fellow and Faculty Surveys include several questions that address the Program Requirements in section 1.7. Two resource documents, the Resident/Fellow Survey-Common Program Requirements Crosswalk and the Faculty Survey-Common Program Requirements Crosswalk, provide additional information for programs on the key areas addressed by the survey questions and how they map to the ACGME Common Program Requirements. These documents can be found here: <https://acgmehelp.acgme.org/hc/en-us/articles/150008079862-Resident-Fellow-Survey-Common-Program-Requirements-Crosswalk>.

1.8.a.- 1.8.b. Access to food and sleep/rest facilities

Programs are expected to partner with their Sponsoring Institutions to ensure fellows have adequate access to food and sleep/rest facilities at all participating sites. Interpretations of the requirements for space may depend on the attributes of a participating site and the needs of fellows when they are assigned to that site.

Depending on the type of participating site and the type of educational experience (e.g., overnight call, outpatient clinic) occurring at that site, there may be differences in the types of resources provided. Because of site-, program-, and fellow-specific factors, the ACGME does not provide uniform specifications for access to food and the physical space of sleep/rest facilities beyond the qualities indicated in the requirements and the guidance in the associated Background and Intent. It is important for Sponsoring Institutions and programs to obtain fellow input when evaluating these aspects of clinical learning environments.

1.8.c. Access to lactation facilities

It is critical to acknowledge that the timing of fellowship training often overlaps with the timing of starting and raising families. Therefore, fellows must have access to lactation facilities.

Rooms for lactation must be clean, provide privacy and refrigeration, and be close enough to the clinical setting to be of use for fellows who need them. Simply using a restroom as a facility for lactation or for medication administration would not meet the standard of cleanliness. Refrigeration capabilities are essential for storage. In addition, the availability of a computer and telephone will allow fellows, if necessary, to provide continued attention to patient care while attending to their personal health care needs.

Interpretation of the requirement for “proximity appropriate for safe patient care” is left to the program and the Sponsoring Institution. The requirements do not dictate a specific distance or a time element for the fellow to get from the lactation facility or room for personal health care needs to the clinical location. Instead, institutions and programs are urged to consider the circumstances. For example, a busy, high-intensity clinical location, such as the intensive care unit, might require that the lactation room is in a location that allows immediate access to the patient care area, whereas a clinical location that is less busy or intense will not require such proximity. In addition, it is not necessary for the lactation facility to be solely dedicated to fellows’ use.

1.8.e. Accommodations for fellows with disabilities

Programs must work with their Sponsoring Institutions to ensure compliance with institutional policies related to fellow requests for accommodation of disabilities. Common Program Requirements 1.8. and 1.8.e. are companions of [Institutional Requirement 3.2.g.5.f.](#), which states, “The Sponsoring Institution must have a policy, not necessarily [graduate medical education]-specific, regarding accommodations for disabilities consistent with all applicable laws and regulations.”

Laws and regulations concerning requests for accommodation of disabilities include Title I of the [Americans with Disabilities Act](#) and related enforcement guidance published by the [US Equal Employment Opportunity Commission](#). Other federal, state, and local laws and regulations may also apply. It is common for program directors, coordinators, fellows, faculty members, and designated institutional officials to collaborate with their institution’s human resources and legal departments and/or institutional officers/committees to manage requests for accommodation.

1.9. Reference material

Sponsoring Institutions and programs must ensure that fellows have access to medical literature that supports their clinical and educational work. Common Program Requirement 1.9. parallels the ACGME [Institutional Requirement 2.5.a.](#), which states, “Faculty members and residents/fellows must have ready access to electronic medical literature databases and specialty-/subspecialty-specific and other appropriate full-text reference material in print or electronic format.”

Review Committee members are aware that the availability of a computer or mobile device with internet access alone may provide access to a wide range of relevant reference material. Many Sponsoring Institutions and programs purchase subscriptions to information resources and services to supplement open access materials. As with other programmatic resources, interpretation of the requirement depends on unique circumstances of participating sites, programs, faculty members, and fellows. Fellows and faculty members may provide valuable input to Sponsoring Institutions and programs regarding the adequacy of available medical literature resources.

COMMON PROGRAM REQUIREMENTS

1.10 Other Learners and Health Care Personnel

The presence of other learners and other health care personnel, including but not limited to residents from other programs, subspecialty fellows, and advanced practice providers, must not negatively impact the appointed fellows' education.

(Core)

[The Review Committee may further specify]

Background and Intent: The clinical learning environment has become increasingly complex and often includes care providers, students, and post-graduate residents and fellows from multiple disciplines. The presence of these practitioners and their learners enriches the learning environment. Programs have a responsibility to monitor the learning environment to ensure that fellows' education is not compromised by the presence of other providers and learners, and that fellows' education does not compromise core residents' education.

GUIDANCE

Although other learners and other health care personnel can, and frequently do, enhance fellow education, there are certainly circumstances in which they negatively impact that process.

Examples include:

- interference of another care provider in the communication between a faculty member and the fellow in such a manner that the fellow does not gain the educational benefit of direct communication with the faculty member;
- other residents or fellows repeatedly performing procedures in which the fellow is expected to develop competence when there is a limited pool of procedures available;
- too many learners for the amount of educational experience or excessive rotators (e.g., medical students, residents or fellows from other specialties and subspecialties, advanced practice provider students); and
- lack of opportunity for teaching (e.g., senior residents or medical students).

Situations of this type frequently involve a degree of intra- or inter-departmental disagreement on educational responsibilities and priorities. In the case of other health care personnel, they may also impact decisions made by the administration of the clinical site. The designated institutional official and Graduate Medical Education Committee may be very helpful in supporting the program(s) and in arriving at equitable and mutually beneficial solutions.

The ACGME monitors compliance with Common Program Requirement 1.10. in various ways, including:

- questions answered by program leadership as part of an application or during the Accreditation Data System (ADS) Annual Update;
- questions answered by fellows and faculty members as part of the annual Resident/Fellow and Faculty Surveys; and
- questions asked by Accreditation Field Staff during site visits of the program at various stages of accreditation.

The Resident/Fellow and Faculty Surveys include several questions that address the Program Requirements in section 1.10. The ACGME has prepared two documents, a Resident/Fellow Survey-Common Program Requirements Crosswalk and a Faculty Survey-Common Program Requirements Crosswalk, to provide additional information for programs on the key areas addressed by the survey questions and how they map to the ACGME Common Program Requirements. These documents can be found at <https://www.acgme.org/data-systems-technical-support/resident-fellow-and-faculty-surveys/>.

Programs are encouraged to monitor any concerns identified in the Resident/Fellow Survey and address them proactively in the major changes section in ADS as part of their ADS Annual Update or in preparation for a site visit. (See accompanying screenshot which follows on the next page.)

ADS screenshot: presence of other learners

The question below is part of the program ADS Annual Update Questionnaire.

Resident/Fellow Education and Experience

What other learners will be sharing educational or clinical experiences with the residents/fellows? Check all that apply:

- Medical students
- Residents/fellows from other ACGME accredited programs
- Fellows from non-ACGME programs
- Advanced practice professional students
- Advanced practice professional staff
- Other health professions students
- Other health professions staff
- None of the above

COMMON PROGRAM REQUIREMENTS

SECTION 2: Personnel

2.1. Program Director

There must be one faculty member appointed as program director with authority and accountability for the overall program, including compliance with all applicable program requirements. (Core)

2.2. The Sponsoring Institution's Graduate Medical Education Committee (GMEC) must approve a change in program director and must verify the program director's licensure and clinical appointment. (Core)

2.2.a. Final approval of the program director resides with the Review Committee. (Core)

[For specialties that require Review Committee approval of the program director, the Review Committee may further specify. Requirement 2.2 will be deleted for those specialties that do not require Review Committee approval of the program director.]

Background and Intent: While the ACGME recognizes the value of input from numerous individuals in the management of a fellowship, a single individual must be designated as program director and have overall responsibility for the program. The program director's nomination is reviewed and approved by the GMEC.

GUIDANCE

2.1. There must be one faculty member appointed as program director with authority and accountability for the overall program.

This requirement specifies that each program must have one faculty member appointed as program director. The program director is responsible for all aspects of the program and is accountable for compliance with all applicable program requirements. For new programs, the program director is identified in the Accreditation Data System (ADS) by the designated institutional official (DIO). For existing programs, the program director is already designated and appears first on the faculty roster.

2.2. The Sponsoring Institution's Graduate Medical Education Committee (GMEC) must approve a change in program director and must verify the program director's licensure and clinical appointment.

A new program director can be designated for a program at any time through a program director change request initiated by the DIO in ADS. For appointment of a new program director, the GMEC must verify that the program director meets the qualifications outlined in Common Program Requirement 2.4. as well as verify that the program director has an active medical license and a current clinical appointment and privileges before approving the change. Following GMEC approval, the DIO will enter the recommendation into ADS via a new program director request.

ADS steps and screenshots for initiating a new program director request

The DIO must log into the Sponsoring Institution's ADS account and complete the following steps:

1. Select the **Sponsored Programs** tab and locate the program for which the program director will change.
2. On the **Program** tab, select **New Program Director**.
3. Read the instructions carefully and select one of two options: **Choose Program Faculty** or **Search/Add New Person**.

Program Director Change Request

Instructions

⚠ Do not proceed with changing the program director unless you want this change to take effect immediately and remove account access for the current program director.

Enter the new Program Director or choose from a list of eligible faculty in this program. If the new director already exists in another program at your institution, use the search feature to find their existing records. After completing and submitting the form below, the new director will receive an email with an Accreditation Data System (ADS) login and instructions to complete and submit this change. They will also immediately assume this role within ADS (including our public ADS website).

Please review all information below for accuracy as it relates to this program. The new director and DIO will be informed if this change does not meet Review Committee (RC) requirements. Avoid submitting a change in Program Director more than 60 days in advance of their appointment date.

Choose Program Faculty Search / Add New Person

4. The **DIO must complete** two key sections: **DIO questions** and **Director Profile Information**, including the rationale for the change. (See accompanying screenshots which follow on the next page.)

Program Director Change Request
Submit Change Request

Instructions

Existing Faculty

Please Select ▼

1. DIO Questions

Is the previous director remaining in the program as teaching faculty?

Yes

No

Has the DIO/GMEC ensured the new director meets the required qualifications for this role?

Yes

No

2. Director Profile Information

Salutation:

None ▼

First Name: **Middle Initial:** **Last Name:** **Suffix:** None ▼

Degrees:

Select Degree(s)

Title:

Phone Number **Extension**

Mobile Phone

Email

Date first appointed director

Year First Started Teaching in GME

Select ▼

Term length

Select ▼

Date first appointed faculty in this program

DIO Comments

These comments will be sent to the new Program Director.

Rationale for Program Director Change

Provide a rationale for the change in Program Director (e.g., previous Program Director has retired, etc.).

5. When the **DIO submits the change**, the **previous program director's ADS access will be immediately disabled** and the **new program director will receive an email notification with the username and password (if new to ADS) along with a notification to review the change**. The new contact information is immediately reflected in ADS and on the public ACGME website.
6. **Once the new program director logs into ADS, the change request will be available on the Overview tab** toward the bottom of the page for review, completion of any

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missing information, and submission. **The program director change is not complete until submitted by the new program director.**

NOTE: The new program director or a designee **must complete all required fields on both the “Profile and Certifications” and “CV” tabs** associated with the request. Fields that require information or updates will be marked in red. This action will reduce the need for ACGME staff members to seek updated information from programs and will ensure timely review and approval by Review Committees.

Complete Program Director Change Request Submit

Incomplete Request - All profile, certifications, and CV information must be entered to submit request ×

Use the buttons below to enter, update, or review Profile and CV information for the new program director. The ACGME requires an updated CV for all program directors. After completing/reviewing this information, use the **Submit** button to send this request to the ACGME for final approval. This change in program director is not complete until submitted. ×

Update Profile & Certifications Update CV

DIO Name: !
DIO Phone:
DIO E-Mail:

7. Once the new program director submits the completed request, an email notification will be generated in ADS to the ACGME, the DIO, and the institutional coordinator(s).
8. Review Committee staff members will reach out to programs with questions or requests for additional information as needed if the new program director change request is incomplete. Programs will be notified through ADS if a request is denied.

2.2.a. Final approval of the program director resides with the Review Committee.

This requirement is included in the subspecialty Program Requirements only if the Review Committee with oversight for a particular subspecialty has elected to establish the approval of program director changes by the Review Committee as one of its processes. Not all Review Committees or specialties/subspecialties have the same processes for reviewing program director changes. Programs should review the resources on the applicable [specialty section](#) of the website for more information, and can contact Review Committee staff members to verify the program director change process for their subspecialty.

COMMON PROGRAM REQUIREMENTS

- 2.3. The program director and, as applicable, the program's leadership team, must be provided with support adequate for administration of the program based upon its size and configuration. ^(Core)

[The Review Committee must further specify minimum dedicated time for program administration, and will determine whether program leadership refers to the program director or both the program director and associate/assistant program director(s)]

Background and Intent: To achieve successful graduate medical education, individuals serving as education and administrative leaders of fellowship programs, as well as those significantly engaged in the education, supervision, evaluation, and mentoring of fellows, must have sufficient dedicated professional time to perform the vital activities required to sustain an accredited program.

The ultimate outcome of graduate medical education is excellence in fellow education and patient care.

The program director and, as applicable, the program leadership team, devote a portion of their professional effort to the oversight and management of the fellowship program, as defined in 2.5-2.5.I. Both provision of support for the time required for the leadership effort and flexibility regarding how this support is provided are important. Programs, in partnership with their Sponsoring Institutions, may provide support for this time in a variety of ways. Examples of support may include, but are not limited to, salary support, supplemental compensation, educational value units, or relief of time from other professional duties.

Program directors and, as applicable, members of the program leadership team, who are new to the role may need to devote additional time to program oversight and management initially as they learn and become proficient in administering the program. It is suggested that during this initial period the support described above be increased as needed.

In addition, it is important to remember that the dedicated time and support requirement for ACGME activities is a *minimum*, recognizing that, depending on the unique needs of the program, additional support may be warranted. The need to ensure adequate resources, including adequate support and dedicated time for the program director, is also addressed in Institutional Requirement 2.2.a. The amount of support and dedicated time needed for individual programs will vary based on a number of factors and may exceed the minimum specified in the applicable specialty/subspecialty-specific Program Requirements. It is expected that the Sponsoring Institution, in partnership with its accredited programs, will ensure support for program directors to fulfill their program responsibilities effectively.

GUIDANCE

2.3. The program director and, as applicable, the program’s leadership team, must be provided with support adequate for administration of the program based upon its size and configuration.

The Background and Intent associated with this requirement further explains the rationale, provides various examples of what may constitute program director support, and identifies instances in which minimum support may need to be increased.

It is important to note that Review Committees consider approved fellow complement rather than filled fellow complement when assessing program director or program leadership support for administration of the program.

This requirement is closely linked to [Institutional Requirements 2.2.-2.2.d](#). A Sponsoring Institution is not necessarily the entity that provides compensation directly to a program director, and, in many cases, a program director’s employer is not the Sponsoring Institution. However, each accredited Sponsoring Institution is accountable to the ACGME’s Institutional Review Committee for ensuring that program directors receive support and dedicated time in substantial compliance with this requirement.

[The Review Committee must further specify minimum dedicated time for program administration and will determine whether program leadership refers to the program director or both the program director and associate/assistant program director(s).]

Since Review Committees must specify minimum dedicated time for the program director or program leadership, programs must review the subspecialty-specific Program Requirements:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

The [Program Leadership Dedicated Time](#) summary document included as an institutional resource on the ACGME website also provides a snapshot of program director dedicated time and support across all ACGME-accredited specialties and subspecialties.

Accreditation Data System (ADS) screenshot: program director support

The program director must answer or update the following questions as part of the ADS Annual Update regarding support adequate for the administration of the program based on its size and configuration. Programs are strongly encouraged to verify the subspecialty-specific Program Requirements each year to ensure at least the minimum required level of support is provided.

Program Resources

What percent of full-time equivalent (FTE) support is allocated to the program director for non-clinical time devoted to the administration of this program?

In aggregate, what percent of FTE support is allocated to the associate program director(s) for non-clinical time devoted to the administration of the program? If not applicable, enter "0" in the response.

If you have more than one associate program director, use the text box below to further explain.

COMMON PROGRAM REQUIREMENTS

- 2.4. Qualifications of the Program Director:
The program director must possess subspecialty expertise and qualifications acceptable to the Review Committee.^(Core)**

[The Review Committee may further specify]

- 2.4.a. The program director must possess current certification in the subspecialty for which they are the program director by the American Board of _____ or by the American Osteopathic Board of __, or subspecialty qualifications that are acceptable to the Review Committee.^(Core)**

[The Review Committee may further specify acceptable subspecialty qualifications or that only ABMS and AOA certification will be considered acceptable]

[The Review Committee may further specify additional program director qualifications]

GUIDANCE

2.4. Subspecialty expertise and qualifications acceptable to the Review Committee.

Graduate medical education leaders require knowledge and skills that are established during residency, advanced throughout fellowship, and must be subsequently further developed and cultivated over time as an individual becomes professionally established.

Program director education and training, clinical and administrative experience and expertise, and other demographic information are captured on the program director profile and curriculum vitae (CV) in the Accreditation Data System (ADS). Programs should complete all required information when adding a new program director into ADS as part of an application or when submitting a program director change for an existing program. It is also important to carefully review and update all the program director information if a profile for that individual already exists in ADS.

ADS screenshots: program director profile and curriculum vitae

The screenshot shows the 'Program Director' profile form in the Accreditation Data System (ADS). The form is titled 'Program Director' and has a 'General Information' section. The fields are as follows:

- Salutation:** A dropdown menu with 'Dr.' selected.
- First Name:** A text input field.
- Middle Initial:** A text input field containing 'E'.
- Last Name:** A text input field.
- Suffix:** A dropdown menu with 'None' selected.
- Degrees:** A text input field containing 'MD' with a small 'x' icon to the left.
- Program Specific Title:** A text input field containing 'Program Director, Professor of Medicine'.
- Email address for communicating with ACGME:** A text input field.
- National Provider ID:** A text input field with a green checkmark icon to the right.
- Search National Provider ID:** A blue link with a right-pointing arrow.
- Secondary email address to be used in user profile:** A text input field.
- Primary Phone Number:** A text input field.
- Extension:** A text input field.
- Primary Institution:** A dropdown menu.
- Date First Appointed Faculty Member in this program:** A date picker field showing '3/2/2020'.
- Date First Appointed Program Director:** A date picker field showing '1/22/2021'.
- Term of Appointment:** A dropdown menu with 'Indefinite' selected.
- Year Started Teaching in this Specialty (Critical care medicine (Internal medicine)):** A dropdown menu with '2008' selected.
- Year Started Teaching in Graduate Medical Education (GME):** A dropdown menu with '2008' selected.
- Is also Chair of Department?:** Radio buttons for 'Yes' and 'No', with 'No' selected.

Medical School

Type of medical school:

Available Medical Schools:

Medical School Graduation Year:

Other School Name:

Faculty CV

Personal Information

Name:

Title:

Degrees:

Medical School:

Degree Date:

Graduate Medical Education

Program Name:

Specialty:

From:

To:

Licensures

State / Province:

Expiration:

Academic Appointments

Please list the past ten years of academic appointments, beginning with your current position.

Name:

From:

To:

Concise Summary of Role/Responsibilities in Program

Current Professional Activities / Committees

Please list up to ten activities and committees within the past five years.

Name:

From:

To:

Bibliographies

Please list the most representative Peer Reviewed Publications / Journal Articles from the last 5 years, with a limit of 10. ✕

Bibliography Text:

Bibliography Text:

Articles

Please list selected review articles, chapters and/or textbooks from the past 5 years, with a limit of 10. Separate entries with a double line break. Do not leave blank. If none, please enter NONE. ✕

Participation in Local, Regional and National Activities / Presentations / Abstracts / Grants

Please list participation in local, regional and national activities/presentations from the past 5 years, with a limit of 10. Separate entries with a double line break. Do not leave blank. If none, please enter NONE. ✕

2.4.a. Current certification in the subspecialty for which they are the program director or subspecialty qualifications that are acceptable to the Review Committee.

[The Review Committee may further specify acceptable subspecialty qualifications or that only ABMS and AOA certification will be considered acceptable]

Some Review Committees will accept *only* certification in the appropriate specialty and subspecialty by an American Board of Medical Specialties (ABMS) member board or American Osteopathic Association (AOA) certifying board for the program director. Other Review Committees will accept other qualifications for the program director. These qualifications may include a board eligible status, fellowship in the Royal College of Physicians and Surgeons of Canada, certification by other international bodies, or tenure in rank as a faculty member. Programs are encouraged to refer to the [subspecialty-specific Program Requirements](#) for more information on this requirement.

The ACGME automatically populates data received from the ABMS and the AOA for the program director on their individual ADS profile page, where data are available. Program director board certification data will be matched to the ABMS and AOA datasets based on National Provider Identifier (NPI) number, as well as name, date of birth, and medical school graduation year. Program directors who are newly entered into ADS will have their certification information matched and populated within 24 hours.

Programs are only required to provide a manual entry for the program director’s specialty and subspecialty certification under the following circumstances:

- *No ABMS/AOA board certification data is displayed in ADS or it is incorrect.* In this case, a manual entry for “ABMS missing/inaccurate data” or “AOA missing/inaccurate data”

should be added on the program director’s profile with a duration type, initial certification year, certification name, and an explanation for Review Committee consideration.

- *The program director is not certified by the ABMS/AOA.* Add a manual entry of “Not Board Certified” and an explanation.
- *The program director is board eligible but has not yet achieved board certification.* Add a manual entry of “Board eligible” and provide an explanation.
- *The program director is certified by another certifying body.* Some Review Committees allow other acceptable subspecialty qualifications and therefore a manual entry of “Other Certifying Body” can provide that information.

ADS screenshot: specialty certification – manual entries

Specialty Certification - Manual Entries

Only complete this section if the faculty member has additional certifications, is board eligible, is not certified or ABMS/AOA data above is inaccurate or missing.

Cancel Save

Certification Type: ABMS missing/inaccurate data

Duration Type:

Initial Year:

Certification Name:

Other Certification:

Explain Equivalent Qualifications for RC Consideration (or missing information):

Common issues related to the ABMS and AOA data not auto-populating on the program director’s profile and in the faculty roster include:

- the NPI number in ADS is incorrect or does not match the NPI number in the ABMS/AOA dataset; and
- a lag in when updated board certification data are received by the ACGME from the ABMS and AOA.

[The Review Committee may further specify additional program director qualifications]

One essential element of program success is having a qualified individual as program director. Review Committees may specify other requirements related to additional qualifications of the program director, so programs must review the subspecialty-specific Program Requirements:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

Questions about subspecialty-specific Program Requirements related to program director qualifications should be directed to respective specialty Review Committee staff.

COMMON PROGRAM REQUIREMENTS

2.5. Program Director Responsibilities

The program director must have responsibility, authority, and accountability for: administration and operations; teaching and scholarly activity; fellow recruitment and selection, evaluation, and promotion of fellows, and disciplinary action; supervision of fellows; and fellow education in the context of patient care. ^(Core)

2.5.a. The program director must be a role model of professionalism. ^(Core)

Background and Intent: The program director, as the leader of the program, must serve as a role model to fellows in addition to fulfilling the technical aspects of the role. As fellows are expected to demonstrate compassion, integrity, and respect for others, they must be able to look to the program director as an exemplar. It is of utmost importance, therefore, that the program director model outstanding professionalism, high quality patient care, educational excellence, and a scholarly approach to work. The program director creates an environment where respectful discussion is welcome, with the goal of continued improvement of the educational experience.

2.5.b. The program director must design and conduct the program in a fashion consistent with the needs of the community, the mission(s) of the Sponsoring Institution, and the mission(s) of the program. ^(Core)

Background and Intent: The mission of institutions participating in graduate medical education is to improve the health of the public. Each community has health needs that vary based upon location and demographics. Programs must understand the structural and social determinants of health of the populations they serve and incorporate them in the design and implementation of the program curriculum, with the ultimate goal of addressing these needs and eliminating health disparities.

2.5.c. The program director must administer and maintain a learning environment conducive to educating the fellows in each of the ACGME Competency domains. ^(Core)

Background and Intent: The program director may establish a leadership team to assist in the accomplishment of program goals. Fellowship programs can be highly complex. In a complex organization the leader typically has the ability to delegate authority to others, yet remains accountable. The leadership team may include physician and non-physician personnel with varying levels of education, training, and experience.

- 2.5.d. The program director must have the authority to approve or remove physicians and non-physicians as faculty members at all participating sites, including the designation of core faculty members, and must develop and oversee a process to evaluate candidates prior to approval^(Core)**

Background and Intent: The provision of optimal and safe patient care requires a team approach. The education of fellows by non-physician educators may enable the fellows to better manage patient care and provides valuable advancement of the fellows' knowledge. Furthermore, other individuals contribute to the education of fellows in the basic science of the subspecialty or in research methodology. If the program director determines that the contribution of a non-physician individual is significant to the education of the fellow, the program director may designate the individual as a program faculty member or a program core faculty member.

- 2.5.e. The program director must have the authority to remove fellows from supervising interactions and/or learning environments that do not meet the standards of the program^(Core)**

Background and Intent: The program director has the responsibility to ensure that all who educate fellows effectively role model the Core Competencies. Working with a fellow is a privilege that is earned through effective teaching and professional role modeling. This privilege may be removed by the program director when the standards of the clinical learning environment are not met.

There may be faculty in a department who are not part of the educational program, and the program director controls who is teaching the residents.

GUIDANCE

Simply put, the program director is *the* person who is ultimately responsible for the program.

2.5.a. and 2.5.c. The program director must be a role model of professionalism; and administer and maintain a learning environment conducive to educating the fellows in each of the ACGME Competency domains.

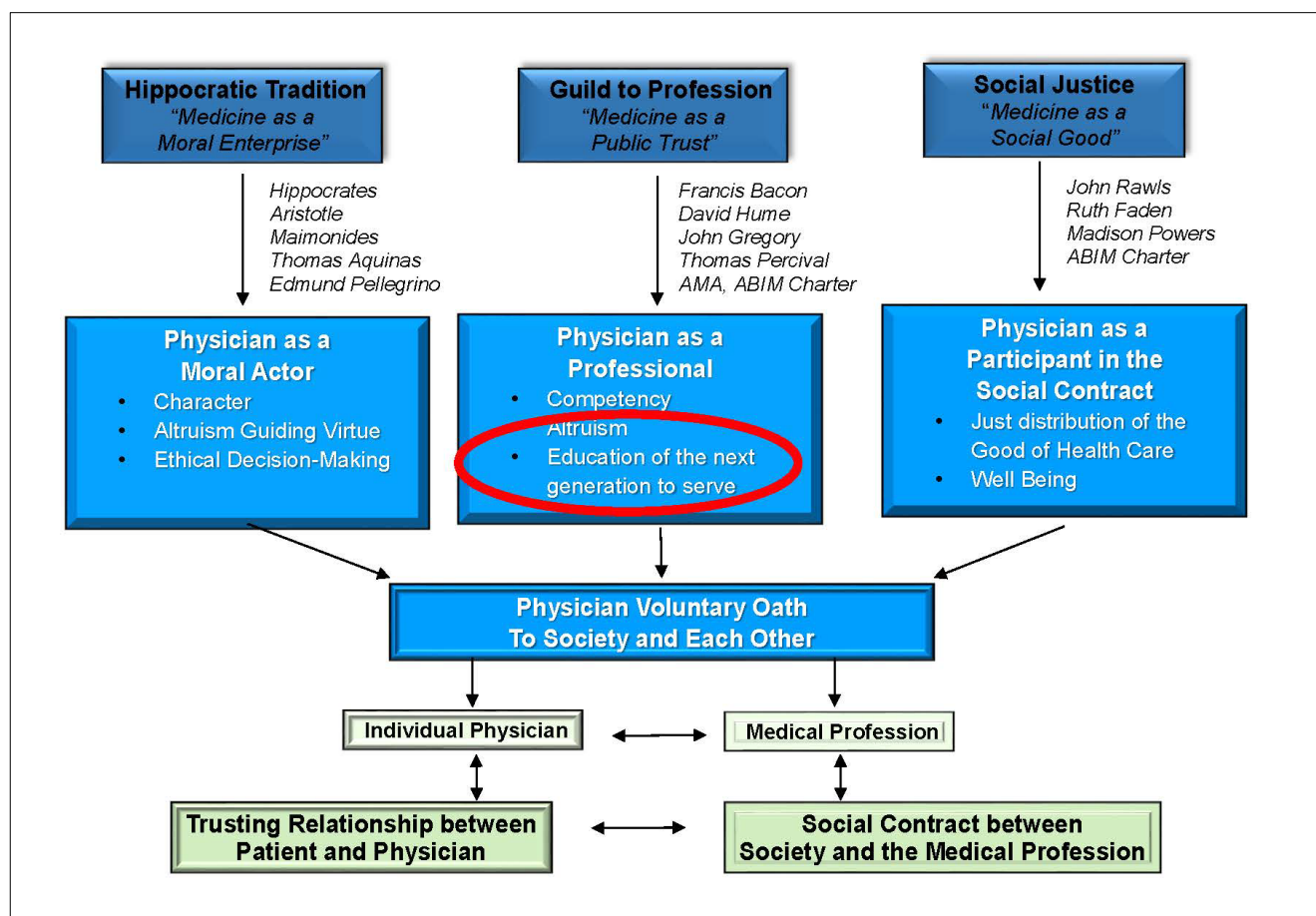
The purpose of this section is to emphasize the importance of the program director and faculty leadership as noted in the Background and Intent, including role modeling of professionalism, high-quality patient care, educational excellence, and scholarly approach to work. While the guidance below is related to requirements 2.5.a. and 2.5.c., it does not constitute actual requirements. Although this section is not tied to a specific requirement, program directors are urged to consult some or all the references for inspiration related to mentorship, humanism, and leadership.

Leadership

The concepts of program director and faculty leadership take many forms and are important regardless of program size. The designation of faculty leadership can be a formal or informal process, but what is most important is the composition of such a group. The group can be composed of physicians and non-physicians who know the fellows well, have frequent interactions with them, and most importantly, can serve as role models in clinical care, professionalism, and scholarship. In addition, they can serve as a sounding board for the program director and help in shaping the program.

Former ACGME President and Chief Executive Officer Dr. Thomas J. Nasca provided the context for understanding the professionalism that underlies leadership in medicine:

The philosophical roots of professionalism include the Hippocratic tradition of medicine as a moral enterprise; the transition of medicine from guild to profession with a commitment to competence, altruism, and public trust; and *the responsibility of the profession to prepare the next generation of physicians to serve the public.* (Nasca 2015; emphasis added)



Nasca 2015

Mentorship

While there are many articles that define and describe mentoring and mentorship, there are several characteristics that constitute this relationship. Mentorship is a long-term relationship between a more senior person (mentor) and a less experienced person (mentee). While both benefit from the relationship, it is generally established for the betterment of the mentee. According to Sambunjak and Marušić (2009), mentorship includes three components: helping mentees acquire and integrate new learning; managing a personal aspect of transitional states; and maximizing the mentee's potential to become a fulfilled and achieving practitioner. Mentorship therefore helps physicians uphold the responsibility to educate the next generation of physicians to serve patients

Tjan (2017) interviewed scores of leaders and concluded that successful mentors have four characteristics: 1) they put the relationship before the mentorship; 2) they focus on character rather than competence and on shaping character, values, self-awareness, empathy, and capacity for respect; 3) they shout loudly with optimism and keep quiet with cynicism; and 4) they are more loyal to their mentees than to their companies.

References

- Nasca, Thomas J. 2015. "Professionalism and Its Implications for Governance and Accountability of Graduate Medical Education in the United States." *JAMA* 313(18): 1801. Graphic available at <https://doi.org/10.1001/jama.2015.3738>.
- Sambunjak, Dario, and Ana Marušić. 2009. "Mentoring: What's in a Name?" *JAMA* 302(23): 2591. <https://doi.org/10.1001/jama.2009.1858>.
- Tjan, Anthony K. 2017. "What the Best Mentors Do." *Harvard Business Review*. <https://hbr.org/2017/02/what-the-best-mentors-do>.

Humanism

Humanism in health care is characterized by a respectful and compassionate relationship between physicians and their patients. It reflects attitudes and behaviors that are sensitive to the values and the cultural and ethnic backgrounds of others. The humanistic health care professional has two key attributes: altruism and empathy. Chou et al. (2014, 1252) stated that "Humanism in medicine combines scientific knowledge and skills with respectful, compassionate care that is sensitive to the values, autonomy and cultural backgrounds of patients and their families."

Evidence demonstrates that compassion and empathy are critical components of good medicine. When provided with humanistic care, patients are more likely to adhere to their treatment regimens, and this adherence makes it more likely that they adhere to preventive practices and may heal more quickly. Studies indicate that the characteristics of humanism can be taught. While Chou et al. (2014) acknowledged this fact, they sought to determine how humanism can be maintained in a world of increasing demands and technologies. They interviewed faculty members in internal medicine who had been identified by the residents to be excellent role models for humanism. The authors found three themes: *attitudes* needed to sustain humanism included humility, curiosity, standard of behavior ("I treat patients the way I would want to be treated"), importance for the patient, importance for the physician (joy in caring for patients), and more than just the disease ("my role is being there with and for the patient"); *habits* included self-reflection, seeking a connection with the patients, teaching/role modeling ("knowing that I'm responsible not just for the patients in front of me, but modeling how my students and residents are going to treat their patients"), balance, and mindfulness and spiritual practices; and, humanism and maintenance of humanism in medical practice takes *effort*. Many of the physicians interviewed noted that humanism takes deliberate, intentional work, and identified the need for environmental support. While one may conclude that the work that goes into deliberative practice of humanism imposes additional workload on physicians that leads to burnout, the physicians in the study believed that humanism, as represented by the joy in caring for patients and educating residents, actually was a deterrent to burnout.

Reference

- Chou, Carol M., Katherine Kellom, and Judy A. Shea. 2014. "Attitudes and Habits of Highly Humanistic Physicians." *Academic Medicine* 89(9): 1252–58. <https://doi.org/10.1097/acm.0000000000000405>.

2.5.b. The program director must design and conduct the program in a fashion consistent with the needs of the community, the mission(s) of the Sponsoring Institution, and the mission(s) of the program.

This requirement is intended to bring intentionality to the development, design, and implementation of each fellowship program in consideration of the needs and desires of its

stakeholders. Programs are encouraged to develop and clearly articulate their mission with the input of the communities they serve, their fellows, their Sponsoring Institution and participating sites, and others. Although the process may prove to be time consuming, developing this foundation will likely prove rewarding for all involved. Once developed, the mission of the program should periodically be re-evaluated for potential improvement, again incorporating input from stakeholders.

2.5.d. The program director must have the authority to approve or remove faculty for participation in the fellowship program education at all sites and oversee a process to evaluate candidates prior to approval.

This requirement applies to faculty members at the primary clinical site and at any participating sites used by the program. It is important that the faculty members who participate in the education of fellows are interested in and dedicated to the educational program.

The program director must have the authority to approve or remove a faculty member from the teaching service. For example, if a faculty member is consistently reported as being unable or refusing to teach, berating the fellows, and generally being unavailable for educational activities, the program director may decide to remove the faculty member from the teaching service. However, the faculty member may still continue with other clinical and administrative responsibilities within the department.

2.5.e. The program director must have the authority to remove fellows from supervising interactions and/or learning environments that do not meet the standards of the program.

For example, fellows might be assigned to a participating site for a one-month rotation and fellows report that their role is only to provide service. Faculty members at the site do not provide supervision, evaluation, or education and are not available to the fellows. The program director may choose to discontinue the rotation and have the fellows rotate to another participating site that can provide the appropriate educational experience.

COMMON PROGRAM REQUIREMENTS

2.5. Program Director Responsibilities

- 2.5.f. The program director must submit accurate and complete information required and requested by the DIO, GMEC, and ACGME^(Core)

Background and Intent: This includes providing information in the form and format requested by the ACGME and obtaining requisite sign-off by the DIO.

GUIDANCE

2.5.f. It is the responsibility of the program director to submit accurate and complete information required and requested by the DIO, GMEC, and ACGME.

The submission of incomplete and/or inaccurate information by a program is one of the most common citations given by the Review Committees. Programs are required to submit specific information as part of an application, annually during the Accreditation Data System (ADS) Annual Update process, as part of a program site visit, or for other types of requests submitted to the ACGME. The program director is responsible for the accuracy and completeness of information submitted to the ACGME.

This requirement captures a broad array of information and Review Committees will issue citations related to this requirement if there are consistent gaps in data submitted to the ACGME. Some examples include:

- An application or updated application has significant gaps in data required by the ACGME, the data was submitted in a format that is hard to understand for the Review Committee, or there are a lot of discrepancies between various parts of the application or updated application.
- The program's Annual Update is not completed, not approved by the designated institutional official (DIO), or has significant gaps in data required by the ACGME.
- For an application or updated application, required attachment documents were not provided, are missing key information, or do not meet common and specialty-specific requirements. For example:
 - program letter(s) of agreement (PLA) not submitted, outdated, lacking the appropriate components, or lacking requisite signatures (see 1.3.-1.3.b.);
 - block diagram not submitted, does not capture all required clinical experiences, or includes participating sites that do not align with the participating sites listed in ADS;
 - goals and objectives not provided, not competency based, or not level- or rotation-specific; and/or
 - the supervision policy does not reflect appropriate levels of supervision (see Common Program Requirements 6.7.-6.8.)
- Responses to previous citations were not provided or were inadequate, if applicable.
- Program director and faculty qualifications: missing or outdated residency/fellowship training, academic appointments, licensure, board certification information.
- Program director and faculty curriculum vitae (CV) were incomplete or outdated scholarly activity was included.
- Fellow scholarly activity information was not submitted as part of the Annual Update.
- ACGME Case Log or patient numeric data were not submitted or incomplete.
- The Accreditation Field Representative spent a significant amount of time during the site visit needing to make clarifications, corrections, and looking for missing information.

ADS Annual Update

The ACGME will conduct an annual review of programs that achieve a status of Initial or Continued Accreditation and provide them with an accreditation decision. As part of this annual review process, programs must complete the ADS Annual Update process each academic year between July and September. The exact date varies by subspecialty. The program director and program coordinator will receive a notification in ADS with a reminder to perform the required program ADS Annual Update and a deadline. Program directors are responsible for ensuring

that all program information is updated in ADS, that the Annual Update is submitted by the program's due date, and that it is approved by the DIO.

Key data to be reviewed and updated during the ADS Annual Update

- **Program information**
 - program details
 - Common Program Requirements questions, clinical and educational work section, overall evaluations methods section, etc.
 - responses to current citations, if applicable
 - major changes and other program updates section
 - The sites tab and added, deleted, or updated information for each participating site
 - current block diagram, if applicable
- **Faculty information**
 - the program director's profile and CV, if applicable
 - all physician and non-physician faculty members' profiles and CVs, if applicable
- **Resident information**
 - fellow profiles; identification of new fellows to the program, confirmation or updating of PGY level, and identification of graduating fellows
 - fellow ultimate certification status for graduates from seven years prior
 - fellow scholarly activity for the previous academic year

ADS screenshot: program ADS Annual Update checklist

When logging into ADS, on the Program Overview tab, the program director and/or program coordinator will see a checklist of all information that should be reviewed and updated during the ADS Annual Update.

Annual Update		Complete ▼
[Greyed out area]		
DIO Approved: August 19, 2025		
All required sections of the annual update are listed below and are available throughout the academic year by accessing the tabs at the top of the screen.		
Program Information		view >
<input checked="" type="checkbox"/> You must have a primary clinical site.		view >
<input checked="" type="checkbox"/> Update responses for all current citations.		view >
<input checked="" type="checkbox"/> Update the major changes and other updates section.		view >
<input checked="" type="checkbox"/> Update responses for program resources and curriculum questions.		view >
<input checked="" type="checkbox"/> Update program profile.		view >
<input checked="" type="checkbox"/> Update the Emergency Medicine section.		view >
<input checked="" type="checkbox"/> Update the sites tab for each participating site and review all requested information.		view >
<input checked="" type="checkbox"/> Upload current block diagram.		view >

Resident Information	view >
✓ Confirm all unconfirmed residents and add new residents (if applicable).	view >
✓ Update scholarly activity for each resident.	view >
✓ Confirm ultimate certification status for graduates from 7 years ago.	view >
Faculty Information	view >
✓ Enter profile information for all physician and non-physician faculty and identify core faculty.	view >
✓ Enter all required CV information for your program director.	view >

Block diagrams

When completing an application for accreditation of a new program in ADS, instructions are provided for completing a block diagram. Subsequently, the block diagram may need to be updated during the ADS Annual Update to reflect changes in the program.

ADS screenshot: common block diagram instructions

Block Diagram
Complete ▾

The last diagram that the ACGME has on file for your program is from August 10, 2021. You can view the file by clicking the uploaded file below, or you can upload a new PDF block diagram using the upload tool below.

[Instructions/Sample >](#)

Common Instructions: Provide a block diagram for each year of training in the program. The number of block rotation months should align with the list of participating sites in ADS. Specialty-specific instructions may also be available. If there are specialty-specific instructions available for your specialty, please click the *Specialty Instruction* link and follow the steps accordingly.

Osteopathic Recognition Instructions (if applicable): Update the block diagram to include where OPP is integrated into the curriculum. The block diagram should specifically identify where and when the following experiences are integrated, if applicable: osteopathic education/experience in the clinical setting, osteopathic clinic (either OMT clinic or integrated specialty clinic), and osteopathic didactics/labs. It may be best to indicate osteopathic experiences on the block diagram through the use of symbols and an associated legend. This will become the new block diagram for the program, so ensure that it continues to reflect the experience of all residents in the program, not just designated osteopathic residents. Programs are encouraged to utilize the [Block Diagram Guide for Osteopathic Recognition](#) when updating the program's Block Diagram to identify when and where osteopathic experiences occur in the curriculum.

ACGME Rural Track Program Instructions (if applicable): Refer to the [ACGME Rural Track Program designation web page](#) for instructions.

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Date Uploaded: August 10, 2021

📎 Select a file to upload

Allowed File Type(s): .pdf Max Size: 10 MB

[↑ Upload](#)

ADS screenshot: subspecialty-specific block diagram instructions

Some Review Committees have created subspecialty-specific block diagrams and do not accept the common block diagram. For these subspecialties, the program will not see the sample block diagram in ADS, but rather a link to the subspecialty instructions on the ACGME specialty-specific web page.

Block Diagram
Complete ▼

The last diagram that the ACGME has on file for your program is from July 18, 2021. You can view the file by clicking the uploaded file below, or you can upload a new PDF block diagram using the upload tool below.

[Specialty Instructions >](#)

Common Instructions: Provide a block diagram for each year of training in the program. The number of block rotation months should align with the list of participating sites in ADS. Specialty-specific instructions may also be available. If there are specialty-specific instructions available for your specialty, please click the *Specialty Instruction* link and follow the steps accordingly.

Osteopathic Recognition Instructions (if applicable): Update the block diagram to include where OPP is integrated into the curriculum. The block diagram should specifically identify where and when the following experiences are integrated, if applicable: osteopathic education/experience in the clinical setting, osteopathic clinic (either OMT clinic or integrated specialty clinic), and osteopathic didactics/labs. It may be best to indicate osteopathic experiences on the block diagram through the use of symbols and an associated legend. This will become the new block diagram for the program, so ensure that it continues to reflect the experience of all residents in the program, not just designated osteopathic residents. Programs are encouraged to utilize the [Block Diagram Guide for Osteopathic Recognition](#) when updating the program's Block Diagram to identify when and where osteopathic experiences occur in the curriculum.

ACGME Rural Track Program Instructions (if applicable): Refer to the [ACGME Rural Track Program designation web page](#) for instructions.

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Date Uploaded: July 18, 2021

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Allowed File Type(s): .pdf Max Size: 10 MB

📤 Upload

Review Committees use block diagrams

- to review rotation length(s);
- to get a summary of time spent at each participating site; and,
- to get a summary of time spent on each rotation type.

The block diagram must clearly illustrate the length of rotations in a program. Rotation length has educational implications since longer rotations provide more opportunities for the educators on that rotation to observe and assess the fellows, providing more accurate evaluations and increased opportunities to provide feedback. Rotation length also has clinical implications in that short rotations increase the number of team turnovers. The block diagram also provides a summary of the types of clinical experiences and the time spent at each participating site. An accurate block diagram therefore illustrates how much *cumulative* time a fellow spends in a particular clinical experience or subspecialty area at all of the participating sites used by the program.

Programs may use the block diagram

- to ensure that Program Requirements are met (by documenting the participating site and the program year during which required experiences take place, the block diagram helps programs ensure that the Program Requirements are being met);
- to ensure that certifying board requirements are met (many certifying boards require that candidates fulfill certain chronological educational requirements);
- in recruitment of fellows (an accurate and complete block diagram may provide potential applicants a quick yet detailed snapshot of what they can expect each year in the program); and,
- when a program is contemplating or requesting a permanent increase of its fellow complement (block diagrams for each of the years anticipated for the transition to the new full complement are extremely useful to—and required by—the Review Committee.

This will allow the program to ensure that each rotation and participating site will have an appropriate number of fellows at any time during the transition).

NOTE: Rotation schedules for individual fellows are important for use by the fellows, faculty members, and other personnel involved in a program, but rotation schedules are NOT block diagrams, and are not required by the ACGME. A block diagram is not a depiction of the rotation schedule of an individual fellow.

A block diagram

- depicts the rotations assigned in each program year (a block diagram shows each of the rotations a fellow will typically be assigned in each year of the program, the amount of time that a fellow spends on each of these rotations, and the participating sites at which the rotations occur);
- is flexible in defining rotation lengths (a block diagram can show rotations as short as one week or as long as several months); and,
- provides other important information, such as:
 - inpatient time on a rotation
 - outpatient time on a rotation
 - research time on a rotation
 - rotation(s) offering particular required experience(s).

Tips for completing the block diagram

- Show program name and number.
- Clearly identify each clinical site.
- Use participating site numbers from ADS.
- Clearly explain any abbreviations.
- Clearly explain any local jargon.
- Differentiate rotations with the same name.
- Identify rotations for key clinical experience.

COMMON PROGRAM REQUIREMENTS

2.5. Program Director Responsibilities

- 2.5.g. The program director must provide a learning and working environment in which fellows have the opportunity to raise concerns, report mistreatment, and provide feedback in a confidential manner as appropriate, without fear of intimidation or retaliation. ^(Core)
- 2.5.h. The program director must ensure the program's compliance with the Sponsoring Institution's policies and procedures related to grievances and due process, including when action is taken to suspend or dismiss, not to promote, or renew the appointment of a fellow. ^(Core)

Background and Intent: A program does not operate independently of its Sponsoring Institution. It is expected that the program director will be aware of the Sponsoring Institution's policies and procedures, and will ensure they are followed by the program's leadership, faculty members, support personnel, and fellows.

- 2.5.i. The program director must ensure the program's compliance with the Sponsoring Institution's policies and procedures on employment and non-discrimination. ^(Core)

GUIDANCE

2.5.g Raising concerns, providing feedback, and submitting grievances

There must be both institutional and programmatic processes that support fellows in raising concerns, reporting mistreatment, and providing feedback confidentially and without fear of retaliation. Fellows should first attempt to address concerns within their programs. In some programs, junior faculty members or administrators facilitate communication between fellows and program leaders by conveying fellows' concerns and feedback in a confidential manner. Programs may solicit fellows' concerns and feedback confidentially using program evaluations, rotation evaluations, class or program meetings, and other means.

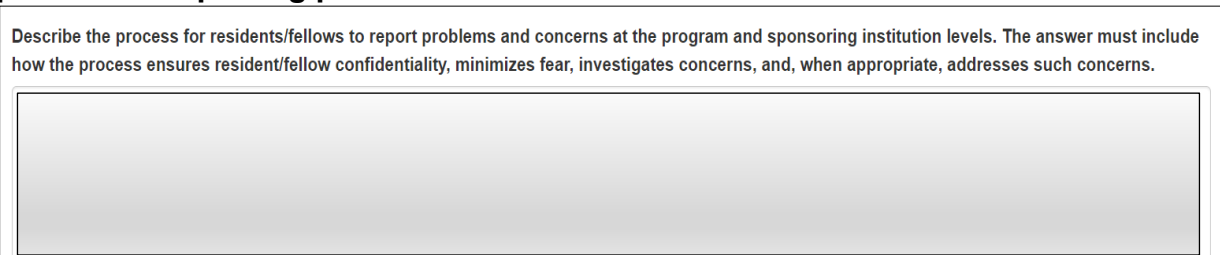
If attempts to address concerns within the program are ineffective, fellows must be able to raise concerns, report mistreatment, or provide feedback confidentially and without fear of retaliation through institutional mechanisms (see [Institutional Requirement 3.1.](#)), which may include specific, confidential reporting processes related to patient safety events, supervision concerns, or professionalism issues. Avenues to raise concerns and provide feedback outside of the program may involve the designated institutional official (DIO), other institutional officers, and/or groups, such as resident/fellow forums or the Graduate Medical Education Committee (GMEC).

As stated in [Institutional Requirement 4.5.](#): "Each Sponsoring Institution must have a policy that outlines the procedures for submitting and processing resident/fellow grievances at the program and institutional level and that minimizes conflicts of interest." This requirement ensures there are formal processes through which fellows can address concerns about their education or the clinical learning environment. Sponsoring Institutions and programs must manage conflicts of interest of individuals or groups who make decisions in grievance processes. Program directors should contact the DIO if they have questions about the Sponsoring Institution's or program's grievance procedures or policies.

For programs applying or re-applying for accreditation and accredited programs with a status of Initial Accreditation and Initial Accreditation with Warning, the ACGME includes the following question in the ADS Annual Update that programs must answer or update annually until they move to a Continued Accreditation status.

ADS screenshot: Common Program Requirements question regarding the process of reporting problems and concerns

Describe the process for residents/fellows to report problems and concerns at the program and sponsoring institution levels. The answer must include how the process ensures resident/fellow confidentiality, minimizes fear, investigates concerns, and, when appropriate, addresses such concerns.



The ACGME's Institutional Review Committee and/or the specialty Review Committees may investigate potential non-compliance with these requirements indicated by the results of the annual ACGME Resident/Fellow and/or Faculty Surveys or by complaints or concerns submitted to the ACGME.

2.5.h. Actions against residents and due process

(See related Common Program Requirement 5.1. on feedback and evaluation)

Each program must determine criteria for promotion and/or renewal of a fellow's appointment. Sponsoring Institutions "must ensure that each [program] provides a resident/fellow with a written notice of intent when that resident's/fellow's agreement [of appointment] will not be renewed, when that resident/fellow will not be promoted to the next level of training, or when that resident/fellow will be dismissed." ([Institutional Requirement 4.4.a.](#))

There must be an institutional policy that provides due process to any fellow who is suspended or dismissed from a program, who is not promoted to the next program year, or whose fellowship appointment will not be renewed. Questions about institutional policy should be directed to the Sponsoring Institution's DIO. Sponsoring Institutions and programs are not required to provide due process in the remediation of fellows through probation, warning, or other locally defined disciplinary or academic actions that are not identified in the requirement.

It is common for program directors, coordinators, fellows, faculty members, and DIOs to collaborate with their local human resources or legal departments, and/or with institutional officers/committees to ensure compliance with institutional policy related to actions against fellows and the provision of due process.

2.5.i. Employment and discrimination

Laws and regulations concerning employment and discrimination include, but are not limited to, those for which enforcement is overseen by the [US Equal Employment Opportunity Commission](#). Other federal, state, and local laws and regulations may also apply. It is common for program directors, coordinators, fellows, faculty members, and DIOs to collaborate with their local human resources or legal departments and/or with institutional officers/committees to ensure compliance with institutional policy related to employment and discrimination. Sponsoring Institutions must have policies and procedures, not necessarily specific to graduate medical education, prohibiting discrimination in employment and in the learning and working environment, consistent with all applicable laws and regulations ([Institutional Requirement 4.9.e.](#)).

COMMON PROGRAM REQUIREMENTS

2.5. Program Director Responsibilities

- 2.5.j. The program director must document verification of education for all fellows within 30 days of completion of or departure from the program. ^(Core)
- 2.5.k. The program director must provide verification of an individual fellow's education upon the fellow's request, within 30 days. ^(Core)

GUIDANCE

It is important to the fellow, to the program itself, and to the Sponsoring Institution that education be verified in a timely manner for all fellows completing or departing from the program. Such verification should be provided to fellows upon their request, and to other entities as needed. The ACGME does not specify exactly what must be included in such verification, nor does it require that any particular format be used for such verification.

The Verification of Graduate Medical Education Training (VGMET) form

Several organizations have collaborated to develop a [Verification of Graduate Medical Education Training \(VGMET\)](#) Form that programs can use or adapt to their needs. The VGMET Form was jointly developed by the American Hospital Association (AHA), the National Association Medical Staff Services (NAMSS), the Organization of Program Director Associations (OPDA), and the ACGME. It is designed to satisfy national credentialing standards, and to be completed once by the program director, and then reused in perpetuity.

Clarification

The VGMET Form was not designed or intended for applications for licensure or certification. For licensure purposes, visit the [Federation of State Medical Boards website](#).

There is no time limit on a program's obligation to continue providing verifications of fellows' graduate medical education (GME) appointments. Programs are accountable for ensuring timely verifications for GME regardless of the location and control of the relevant program records. When making major program changes or transferring program sponsorship, program directors should work with the designated institutional official and others to ensure that they are able to continue fulfilling their responsibility for timely verifications.

When a program closes and will no longer be accredited by the ACGME, program directors may transfer responsibility for verifications to another party, such as the [Federation Credentials Verification Service \(FCVS\)](#) of the [Federation of State Medical Boards \(FSMB\)](#).

The verification of training should not be confused with the final evaluation described in Common Program Requirements 5.2.a.-d., which must include the specific elements outlined in those requirements. Programs may use one form to meet both the requirement for verification of training and final evaluation, but they must ensure that the final evaluation includes the specific elements the ACGME requires.

Milestones information

The requirements around verification of training and education *do not indicate* that programs should share fellows' Milestones information with certifying bodies.

Milestones *can* and *should* be utilized in the determination by a program director that an individual fellow has satisfactorily completed the program and is able to engage in autonomous practice of the subspecialty. (See Common Program Requirement 5.2.a.) However, a fellow's attainment of a specific level on the Milestones *should not* be specified in the program director's verification of education or program completion. The Milestones were not designed or intended for use in such high-stakes applications for credentialing, certification, and licensure. The Milestones are designed as a formative judgment of progress at least twice a year. Programs are encouraged to visit the [Milestones Resources](#) section of the ACGME website for additional resources and tools.

COMMON PROGRAM REQUIREMENTS

2.5. Program Director Responsibilities

- 2.5.1 The program director must provide applicants who are offered an interview with information related to their eligibility for the relevant specialty board examination(s). (Core)**

[This requirement may be omitted at the discretion of the Review Committee]

GUIDANCE

While the transition to a single graduate medical education (GME) accreditation system that was outlined in the Memorandum of Understanding among the ACGME, American Osteopathic Association (AOA), and Association of American Colleges of Osteopathic Medicine (AACOM) ended June 30, 2020, *individuals* who entered AOA-approved programs may be affected by the transition for several years *after* 2020. Furthermore, the number of individuals completing ACGME-accredited programs who will be eligible to be certified by AOA boards has increased considerably. There are now many more permutations and combinations of educational pathways and board-determined eligibility standards that may be confusing to sort out.

Note that eligibility to enter an ACGME-accredited program is under ACGME purview and is clearly delineated in the ACGME Institutional and Program Requirements. Eligibility for certification in a specialty or subspecialty is individually determined by more than 40 different American Board of Medical Specialties and AOA boards and can be changed at any time by any of those boards. Accordingly, the ACGME cannot provide accurate, up-to-date criteria for certification. It is the responsibility of the program director to ascertain and convey to each applicant the pertinent eligibility criteria in any given specialty or subspecialty.

Program directors **MUST** make this clear to all applicants, as required in Common Program Requirement 2.5.1.: The program director must provide applicants who are offered an interview with information related to their eligibility for the relevant specialty board examination(s).” This requirement is closely linked to Common Program Requirement 3.2., and review that section of the guide is encouraged. A sample letter the program director can provide to applicants to comply with this requirement is provided on the following page.

**SAMPLE LETTER:
Eligibility for Board Certification to Applicants to the Program**

Date:

To: Fellowship Applicants

Re: Eligibility for Board Certification

Dear:

As part of your application and interview for a potential fellowship position in our program, this letter is to notify you that this program is accredited by the Accreditation Council for Graduate Medical Education (ACGME) and that you meet the ACGME requirements for matriculation in our program.

Most of our fellowship graduates seek board certification from the American Board of _____ or the American Osteopathic Board of _____. Board certification is a separate process from fellowship training and education and has additional requirements. To qualify for subspecialty board certification, some board organizations require that you complete *all* of your education in an ACGME-accredited residency and achieve specialty board certification. If *part* of your residency education occurred in a non-ACGME-accredited program, even if it was approved by the American Osteopathic Association or accredited by the Royal College of Physicians and Surgeons of Canada, the College of Family Physicians of Canada, or ACGME International (ACGME-I) with Advanced Specialty Accreditation, there is a possibility that you may not be eligible for specialty board certification and therefore will not be eligible for subspecialty board certification upon completion of this program.

It is important that you contact the appropriate certifying board to understand your eligibility for board certification before you accept a fellowship position, if offered at our institution.

Please contact the American Board of _____ at (website URL) or American Osteopathic Board of _____ at (website).

I have read this letter and understand the requirements for board certification.

Applicant Name

Applicant Signature/Date

Program Director Name

Program Director Signature/Date

COMMON PROGRAM REQUIREMENTS

****NOTE:** Differences for one-year fellowship programs are indicated in navy font with an asterisk.

Faculty

Faculty members are a foundational element of graduate medical education – faculty members teach fellows how to care for patients. Faculty members provide an important bridge allowing fellows to grow and become practice ready, ensuring that patients receive the highest quality of care. They are role models for future generations of physicians by demonstrating compassion, commitment to excellence in teaching and patient care, professionalism, and a dedication to lifelong learning. Faculty members experience the pride and joy of fostering the growth and development of future colleagues. The care they provide is enhanced by the opportunity to teach and model exemplary behavior. By employing a scholarly approach to patient care, faculty members, through the graduate medical education system, improve the health of the individual and the population. Faculty members ensure that patients receive the level of care expected from a specialist in the field. They recognize and respond to the needs of the patients, fellows, community, and institution. Faculty members provide appropriate levels of supervision to promote patient safety. Faculty members create an effective learning environment by acting in a professional manner and attending to the well-being of the fellows and themselves.

Background and Intent: “Faculty” refers to the entire teaching force responsible for educating fellows. The term “faculty,” including “core faculty,” does not imply or require an academic appointment.

- 2.6. There must be a sufficient number of faculty members with competence to instruct and supervise all fellows. ^(Core)

[The Review Committee may further specify]

2.7. Faculty Responsibilities

Faculty members must be role models of professionalism. ^(Core)

- 2.7.a. Faculty members must demonstrate commitment to the delivery of safe, equitable, high-quality, cost-effective, patient-centered care. ^(Core)

Background and Intent: Patients have the right to expect quality, cost-effective care with patient safety at its core. The foundation for meeting this expectation is formed during residency and fellowship. Faculty members model these goals and continually strive for improvement in care and cost, embracing a commitment to the patient and the community they serve.

- 2.7.b. Faculty members must demonstrate a strong interest in the education of fellows, including devoting sufficient time to the educational program to fulfill their supervisory and teaching responsibilities. ^(Core)**
- 2.7.c. Faculty members must administer and maintain an educational environment conducive to educating fellows. ^(Core)**
- 2.7.d. Faculty members must regularly participate in organized clinical discussions, rounds, journal clubs, and conferences. ^(Core)**
- 2.7.e. Faculty members must pursue faculty development designed to enhance their skills at least annually. ^(Core)**

[The Review Committee may further specify regarding faculty development]

Background and Intent: Faculty development is intended to describe structured programming developed for the purpose of enhancing transference of knowledge, skill, and behavior from the educator to the learner. Faculty development may occur in a variety of configurations (lecture, workshop, etc.) using internal and/or external resources. Programming is typically needs-based (individual or group) and may be specific to the institution or the program. Faculty development programming is to be reported for the fellowship program faculty in the aggregate.**

****Not included in one-year fellowship requirements**

[The Review Committee may further specify additional faculty responsibilities]

GUIDANCE

Faculty

As a foundational element of graduate medical education, faculty members have numerous responsibilities in the education of fellows. Selection of faculty members should be carefully considered to ensure they fulfill the stated requirements that follow. In addition to providing consistently high-quality patient care, faculty members must teach and supervise fellows in the provision of equivalent high-quality care and allow graded supervision that enables fellows to achieve readiness for autonomous practice at the end of their training and education. Non-clinical faculty members should be similarly capable in their areas of expertise. Faculty members should be effective in the provision of both formal and informal, written and oral feedback and participate in faculty development activities to enhance their teaching and evaluative skills. They should demonstrate a commitment to the education of fellows and to the privilege of training and teaching the next generation of physicians.

The Background and Intent for this requirement clarifies that the term “Faculty” refers to the entire teaching force responsible for educating fellows. The term “faculty,” including “core faculty,” does not imply or require an academic appointment.

2.6. There must be a sufficient number of faculty members with competence to instruct and supervise all fellows.

The requirement is intended to ensure that there are enough competent faculty members to teach and supervise fellows at all participating sites. Participating sites cannot be selected solely based on the availability of a specific procedure or a unique patient care experience in the absence of faculty members with the interest, ability, and commitment to fellow education.

[The Review Committee may further specify]

Programs should reference the [subspecialty-specific Program Requirements](#) to ensure they are compliant with the minimum number of faculty members and/or faculty-to-fellow ratio requirements of their particular subspecialty. Programs may also reference the [Number of Faculty](#) document available on the Institutional Application and Requirements page of the Institutional Review Committee section of the ACGME website.

2.7.a.-b. Faculty Members as role models of professionalism, committed to delivery of safe, equitable, high-quality, cost-effective, patient-centered care.

In addition to being role models, faculty members must also demonstrate a strong interest in the education of fellows. Residents learned the most about professionalism from observing faculty member role models. (Brownell, A. Keith W., and Luc Côté. 2001. “Senior Residents’ Views on the Meaning of Professionalism and How They Learn about It.” *Academic Medicine* 76(7): 734-37. <https://doi.org/10.1097/00001888-200107000-00019>.)

Faculty members must also have sufficient time to fulfill their responsibilities. Some faculty members may need defined protected time to fulfill their responsibilities, while other faculty members can supervise and teach within their defined assignments. Sufficient time for fellow education is a shared responsibility of individual faculty members and the department or institution. Pressure for clinical productivity must not preclude sufficient time to teach and supervise fellows in the program.

2.7.c. Faculty members as part of administration and maintenance of an educational environment conducive to educating fellows

An educational environment includes more elements than the provision of patient care. An environment geared toward fellow education allows time for questions and discussions which support evidence-based medical decision-making. There should be appropriate discussions about the evidence-based references, pathophysiology, and rationale of clinical decisions to a sufficient degree to maintain an environment of continuous learning.

2.7.d. Faculty member participation in organized clinical discussions, rounds, journal clubs, and conferences

Formal didactic educational activities should include experienced faculty members who can provide commentary and clinical insights to augment the information being presented. *All* faculty members do not need to participate in *all* didactic activities. However, it is inappropriate for fellows to consistently lead organized didactic experiences without a faculty presence.

2.7.e. Faculty members pursuit of faculty development designed to enhance their skills [at least annually]

Programs should ensure that there are opportunities for their faculty members to participate in professional development activities designed to optimize their skills. Faculty members should participate annually (the phrase “at least annually” was deleted in the one-year fellowship Common Program Requirements) in faculty development activities.

The Background and Intent states that faculty development is intended to describe structured programming developed for the purpose of enhancing transference of knowledge, skill, and behavior from the educator to the learner. Faculty development may occur in a variety of configurations (lecture, workshop, etc.) using internal and/or external resources. Programming is typically needs based (individual or group) and may be specific to the institution or the program. Faculty development programming is to be reported for the fellowship program faculty in the aggregate.

[The Review Committee may further specify additional faculty responsibilities]

Review Committees may specify other requirements related to additional faculty responsibilities, so programs must review the subspecialty-specific Program Requirements:

1. Go to: <https://www.acgme.org/specialties/>.
2. Select the applicable specialty
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

Questions about subspecialty-specific Program Requirements related to faculty qualifications should be directed to specialty Review Committee staff.

COMMON PROGRAM REQUIREMENTS

2.8. Faculty Qualifications

Faculty members must have appropriate qualifications in their field and hold appropriate institutional appointments. ^(Core)

[The Review Committee may further specify]

2.9. Subspecialty Physician Faculty Members

Subspecialty physician faculty members must have current certification in the subspecialty by the American Board of __ or the American Osteopathic Board of _____, or possess qualifications judged acceptable to the Review Committee. ^(Core)

[The Review Committee may further specify additional qualifications and/or requirements regarding non-physician faculty members]

- 2.9.a. Any other specialty physician faculty members must have current certification in their specialty by the appropriate American Board of Medical Specialties (ABMS) member board or American Osteopathic Association (AOA) certifying board, or possess qualifications judged acceptable to the Review Committee. ^(Core)

[The Review Committee may further specify]

GUIDANCE

2.8. Faculty members must have appropriate qualifications in their field and hold appropriate institutional appointments.

Minimum faculty member qualifications include having specialty or subspecialty board certification, a license to practice, and appropriate institutional appointment. Additional qualifications include expertise in the field and skills as an educator. Faculty information is captured in the faculty profile and curriculum vitae (CV) in the Accreditation Data System (ADS). Programs should complete all required information when adding a new faculty member into ADS. It is also important to carefully review and update all the faculty information if a profile for that individual already exists in ADS and you are importing the profile into your program.

ADS screenshots: faculty profile and CV

The screenshot shows the 'Edit Faculty' form in the Accreditation Data System (ADS). At the top, there is a title bar with 'Edit Faculty' and a 'Cancel' button. Below this is a section titled 'General Information' containing the following fields:

- Salutation: A dropdown menu with 'Dr.' selected.
- First Name: A text input field.
- Middle Initial: A text input field.
- Last Name: A text input field.
- Suffix: A dropdown menu with 'None' selected.

Below the 'General Information' section is a button labeled 'Convert to Non-Physician'. The next section is 'Degrees', which includes a dropdown menu with 'MD' selected. Below this is the 'Program Specific Title' field, which contains 'Associate Professor'. The 'Email address for communicating with ACGME' field is empty. The 'National Provider ID' field is empty and has a green checkmark icon to its right. Below this is a link 'Search National Provider ID >'. The 'Primary Institution' field is a dropdown menu. The 'Date First Appointed Faculty Member in this program' field contains '3/2/2020'. The 'Date Left Program or Made Inactive' field is empty. The 'Year Started Teaching in this Specialty (Critical care medicine (Internal medicine))' field contains '2010'. The 'Year Started Teaching in Graduate Medical Education (GME)' field contains '2010'. At the bottom, there are two radio button questions: 'Is this faculty member core?' with 'Yes' selected, and 'Is also Chair of Department?' with 'No' selected.

Medical School

Type of medical school:

Available Medical Schools:

Medical School Graduation Year:

Other School Name:

Faculty CV

Personal Information

Name:

Title:

Degrees:

Medical School:

Degree Date:

Graduate Medical Education

Program Name:

Specialty:

From:

To:

Licensures

State / Province:

Expiration:

Academic Appointments

Please list the past ten years of academic appointments, beginning with your current position.

Name:

From:

To:

Concise Summary of Role/Responsibilities in Program

Current Professional Activities / Committees

Please list up to ten activities and committees within the past five years.

Name:

From:

To:

Bibliographies

Please list the most representative Peer Reviewed Publications / Journal Articles from the last 5 years, with a limit of 10. ✕

Bibliography Text:

Bibliography Text:

Articles

Please list selected review articles, chapters and/or textbooks from the past 5 years, with a limit of 10. Separate entries with a double line break. Do not leave blank. If none, please enter NONE. ✕

Participation in Local, Regional and National Activities / Presentations / Abstracts / Grants

Please list participation in local, regional and national activities/presentations from the past 5 years, with a limit of 10. Separate entries with a double line break. Do not leave blank. If none, please enter NONE. ✕

2.9.-2.9.a. [Subspecialty physician faculty members must] have current certification in the subspecialty by the ABMS or AOA, or possess qualifications judged acceptable to the Review Committee.

Some Review Committees will accept *only* certification in the appropriate subspecialty by an American Board of Medical Specialties (ABMS) member board or American Osteopathic Association (AOA) certifying board. Other Review Committees will accept other qualifications. Programs are encouraged to refer to the [subspecialty-specific Program Requirements](#) for more information on this requirement.

The ACGME automatically populates data received from the ABMS and the AOA for all faculty members on their individual ADS faculty profile page, where data are available. Physician faculty members' board certification data will be matched to the ABMS and AOA datasets based on National Provider Identifier (NPI) number, as well as name, date of birth, and medical school graduation year. Faculty members who are newly entered into ADS will have their certification information matched and populated within 24 hours.

Programs are only required to provide a manual entry for faculty members' specialty or subspecialty certification if:

- No ABMS/AOA board certification data is displayed in ADS or it is incorrect. In this case, a manual entry for "ABMS missing/inaccurate data" or "AOA missing/inaccurate data" should be added on the faculty member's profile with a duration type, initial certification year, certification name, and an explanation for Review Committee consideration.
- The faculty member is not certified by the ABMS/AOA. Add a manual entry of "Not Board Certified" and an explanation.

- The faculty member is board eligible but has not yet achieved board certification. Add a manual entry of “Board eligible” and provide an explanation.
- The faculty member is certified by another certifying body. Some Review Committees allow other acceptable specialty and/or subspecialty qualifications and therefore a manual entry of “Other Certifying Body” can provide that information.

ADS screenshot: specialty certification – manual entries

Specialty Certification - Manual Entries

Only complete this section if the faculty member has additional certifications, is board eligible, is not certified or ABMS/AOA data above is inaccurate or missing.

Certification Type:
Duration Type:
Initial Year:

Certification Name:
Other Certification:

Explain Equivalent Qualifications for RC Consideration (or missing information):

Common issues related to the ABMS and AOA data not auto-populating on the faculty profile and in the faculty roster include:

- The NPI number in ADS is incorrect or does not match the NPI number in the ABMS/AOA dataset.
- A lag in when updated board certification data are received by the ACGME from the ABMS and AOA.

Non-physicians are often important contributors to programs and warrant appointment to the faculty. These individuals may bring specialized expertise in public health, patient safety, laboratory science, pharmacology, basic science, research, a specific procedural skill, or other important aspects of medicine. Non-physician educators may provide valuable contributions to the fellows’ knowledge and skills. If the program director determines that the contribution of a non-physician individual is significant to the education of the fellows, the program director may designate the individual as a faculty member or a core faculty member.

ADS Screenshot: non-physician faculty qualifications

Area of Specialization

Area of Specialization: Post Graduate Medical Education Global Clinical Research Scholars Training

Is Certification available: Yes
Is this faculty certified: Yes
Name of Certifying Organization: Harvard Medical School
Name of Certification: Global Clinical Trials Scholar
Certification Status: Original
Year of Certification: 2020

If specialization/certification information provided above does not adequately describe faculty member's qualifications, clarify below: Her role is to be head of the Research Dept. with the Residents and Faculty - her expertise will bring great value to the Insight Residency Program in promoting and fostering research

[The Review Committee may further specify]

Review Committees may specify other requirements related to faculty qualifications, specialty or subspecialty certification and non-physician faculty, so programs must review the subspecialty-specific Program Requirements:

1. Go to: <https://www.acgme.org/specialties/>.
2. Select the applicable subspecialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

Questions about subspecialty-specific Program Requirements related to faculty qualifications should be directed to specialty Review Committee staff.

COMMON PROGRAM REQUIREMENTS

2.10 Core Faculty

Core faculty members must have a significant role in the education and supervision of fellows and must devote a significant portion of their entire effort to fellow education and/or administration, and must, as a component of their activities, teach, evaluate, and provide formative feedback to fellows. ^(Core)

Background and Intent: Core faculty members are critical to the success of fellow education. They support the program leadership in developing, implementing, and assessing curriculum, mentoring fellows, and assessing fellows' progress toward achievement of competence in and the autonomous practice of the specialty. Core faculty members should be selected for their broad knowledge of and involvement in the program, permitting them to effectively evaluate the program. Core faculty members may also be selected for their specific expertise and unique contribution to the program. Core faculty members are engaged in a broad range of activities, which may vary across programs and specialties. Core faculty members provide clinical teaching and supervision of fellows, and also participate in non-clinical activities related to fellow education and program administration. Examples of these non-clinical activities include, but are not limited to, interviewing and selecting fellow applicants, providing didactic instruction, mentoring fellows, simulation exercises, completing the annual ACGME Faculty Survey, and participating on the program's Clinical Competency Committee, Program Evaluation Committee, and other GME committees.

2.10.a. Faculty members must complete the annual ACGME Faculty Survey. ^(Core)

[The Review Committee must specify the minimum number of core faculty and/or the core faculty-fellow ratio]

[The Review Committee may further specify either:

- (1) requirements regarding dedicated time and support for core faculty members' non-clinical responsibilities related to resident education and/or administration of the program, or
- (2) requirements regarding the role and responsibilities of core faculty members, inclusive of both clinical and non-clinical activities, and the corresponding time commitment required to meet those responsibilities.]

Background and Intent: If the Review Committee adds requirements as described in number (1) above, the Review Committee may choose to include background and intent as follows:

Background and Intent: Provision of support for the time required for the core faculty members' responsibilities related to fellow education and/or administration of the program, as well as flexibility regarding how this support is provided, are important. Programs, in partnership with their Sponsoring Institutions, may provide support for this time in a variety of ways. Examples of support may include, but are not limited to, salary support, supplemental compensation, educational value units, or relief of time from other professional duties.

It is important to remember that the dedicated time and support requirement is a minimum, recognizing that, depending on the unique needs of the program, additional support may be warranted. The need to ensure adequate resources, including adequate support and dedicated time for the core faculty members, is also addressed in Institutional Requirement 2.2.a. The amount of support and dedicated time needed for individual programs will vary based on a number of factors and may exceed the minimum specified in the applicable specialty-/ subspecialty-specific Program Requirements.

If the Review Committee adds requirements as described in number (2) above, the following Background and Intent must be included:

Background and Intent: The core faculty time requirements address the role and responsibilities of core faculty members, inclusive of both clinical and non-clinical activities, and the corresponding time to meet those responsibilities. The requirements do not address how this is accomplished, and do not mandate dedicated or protected time for these activities. Programs, in partnership with their Sponsoring Institutions, will determine how compliance with the requirements is achieved.

[The Review Committee may specify requirements specific to associate program director(s)]

GUIDANCE

2.10. Core faculty

Core faculty members have responsibilities specific to the educational program. These individuals may be associate/assistant program directors, participating site directors, conference organizers, or subspecialty experts responsible for a segment of the curriculum. They may be members of the Program Evaluation Committee and/or Clinical Competency Committee, have expertise in medical education, or be health care professionals dedicated to the program who are developing into future educational leaders.

As the Background and Intent for this requirement states, “Core faculty members are critical to the success of fellow education. They support the program leadership in developing, implementing, and assessing curriculum, mentoring fellows, and assessing fellows’ progress toward achievement of competence in and the autonomous practice of the specialty.”

2.10.a. Core faculty members must complete the ACGME Faculty Survey.

Core faculty members are expected to complete the annual ACGME Faculty Survey, which is one of the instruments used by specialty Review Committees to assess programs. Therefore, core faculty members should be selected for their broad knowledge of and involvement in the program, which provides them with the insight necessary to effectively evaluate the program.

[The Review Committee must specify the minimum number of core faculty and/or the core faculty-fellow ratio]

Since Review Committees must specify the minimum number of core faculty, programs must review the subspecialty-specific Program Requirements:

1. Go to: <https://www.acgme.org/specialties/>.
2. Select the applicable subspecialty
3. Select “Program Requirements and FAQs and Applications” at the top of specialty section.
4. Select the subspecialty Program Requirements currently in effect.

It is the responsibility of the program director to determine which members of the faculty best meet the needs of the program and to designate those individuals as core faculty members in the Accreditation Data System (ADS). As stated in the Background and Intent for this requirement, “Core faculty members should be selected for their broad knowledge of and involvement in the program, permitting them to effectively evaluate the program. Core faculty members may also be selected for their specific expertise and unique contribution to the program. Core faculty members are engaged in a broad range of activities, which may vary across programs and specialties. Core faculty members provide clinical teaching and supervision of fellows, and also participate in non-clinical activities related to fellow education and program administration. Examples of these non-clinical activities include, but are not limited to, interviewing and selecting fellow applicants, providing didactic instruction, mentoring fellows, simulation exercises, completing the annual ACGME Faculty Survey, and participating on the program’s Clinical Competency Committee, Program Evaluation Committee, and other GME committees.”

ADS screenshots: designating core faculty in ADS

1. Programs can designate individual faculty members as core/non-core.

How do I make a Faculty Member a Core/Non-Core Faculty?

To designate a faculty member as core/non-core through the faculty member's profile:

1. From the **Faculty** tab, click **View Roster**,
2. Find the faculty record and click **Edit**.
3. Under **Is this faculty member core?**, select "Yes" (core) or "No" (non-core)
4. Click **Save Faculty** to finalize change

2. Programs can designate multiple faculty members as core/non-core at the same time.

Manage Core Faculty Save

Instructions

Use the checkboxes below to choose faculty, then select **Core** or **Non-core** in the menu at the bottom of the list. Click **Save** to finalize this change. The Program Director will not be listed. Physician and Non-Physician faculty members can be core faculty. If the faculty member is not listed below, you can add or re-activate them on the Faculty tab.

<input type="checkbox"/>	Last Name	First Name	Degrees	Title	Physician/Non-Physician	Core/Non-Core
<input type="checkbox"/>	John	Elton	MBBS	Associate Professor	Physician	Core
<input type="checkbox"/>	Nelson	P. R.	DO	Professor	Physician	Core
<input type="checkbox"/>	PD	Test	MD	Program Director	Physician	Core
<input type="checkbox"/>	Stark	Tony	MPH	Research Faculty	Non-Physician	Non-Core

Core/Non-Core ⓘ

Core ▼

[The Review Committee may further specify requirements regarding dedicated time and support for core faculty members' non-clinical responsibilities related to fellow education and/or administration of the program]

The [Core Faculty Dedicated Time](#) summary document provides a snapshot of the core faculty dedicated time and support across all ACGME-accredited specialties.

ADS screenshot: program resources – percent of FTE support – core faculty (if applicable)

As part of a new program application as well as the ADS Annual Update process, programs must provide the percent of FTE support allocated to core faculty, if applicable for their subspecialty.

In aggregate, what percent of FTE support is allocated to core faculty members for time dedicated to educational and administrative responsibilities that do not involve direct patient care?

Use the text box below to provide individual core faculty member dedicated FTE.

[The Review Committee may specify requirements specific to associate program director(s)]

Programs should consult the subspecialty-specific Program Requirements for further specification.

ADS screenshot: program resources – percent of FTE support – associate program director(s) (if applicable)

As part of a new program application as well as the ADS Annual Update process, programs must provide the percent of FTE support allocated to associate program director(s), if applicable for their subspecialty.

In aggregate, what percent of FTE support is allocated to the associate program director(s) for non-clinical time devoted to the administration of the program? If not applicable, enter "0" in the response.

If you have more than one associate program director, use the text box below to further explain.

N/A

COMMON PROGRAM REQUIREMENTS

****NOTE: Differences for one-year fellowship programs are indicated in navy font with an asterisk.**

2.11. Program Coordinator

There must be a program coordinator. ^(Core)

- 2.11.a. The program coordinator must be provided with dedicated time and support adequate for administration of the program based upon its size and configuration. ^(Core)

[The Review Committee must further specify minimum dedicated time for the program coordinator]

****2.11. There must be administrative support for program coordination. ^(Core)**

[The Review Committee may further specify]

Background and Intent: The requirement does not address the source of funding required to provide the specified salary support.

Background and Intent: The requirement does not address the source of funding required to provide the specified salary support.

Each program requires a lead administrative person, frequently referred to as a program coordinator, administrator, or as otherwise titled by the institution. This person will frequently manage the day-to-day operations of the program and serve as an important liaison and facilitator between the learners, faculty and other staff members, and the ACGME. Individuals serving in this role are recognized as program coordinators by the ACGME.

The program coordinator is a key member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management appropriate to the complexity of the program. Program coordinators are expected to develop in-depth knowledge of the ACGME and Program Requirements, including policies and procedures. Program coordinators assist the program director in meeting accreditation requirements, educational programming, and support of fellows.

Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer fellows may not require a full-time coordinator; one coordinator may support more than one program.

The minimum required dedicated time and support specified in 2.11.b. is inclusive of activities directly related to administration of the accredited program. It is understood that coordinators often have additional responsibilities, beyond those directly related to program administration, including, but not limited to, departmental administrative responsibilities, medical school clerkships, planning lectures that are not solely intended for the accredited program, and mandatory reporting for entities other than the ACGME. Assignment of these other responsibilities will necessitate consideration of allocation of additional support so as not to preclude the coordinator from devoting the time specified above solely to administrative activities that support the accredited program.

In addition, it is important to remember that the dedicated time and support requirement for ACGME activities is a minimum, recognizing that, depending on the unique needs of the program, additional support may be warranted. The need to ensure adequate resources, including adequate support and dedicated time for the program coordinator, is also addressed in Institutional Requirement 2.2.d. The amount of support and dedicated time needed for individual programs will vary based on a number of factors and may exceed the minimum specified in the applicable specialty/subspecialty-specific Program Requirements. It is expected that the Sponsoring Institution, in partnership with its accredited programs, will ensure support for program coordinators to fulfill their program responsibilities effectively.

2.12. Other Program Personnel

The program, in partnership with its Sponsoring Institution, must jointly ensure the availability of necessary personnel for the effective administration of the program. ^(Core)

[The Review Committee may further specify]

Background and Intent: Multiple personnel may be required to effectively administer a program. These may include staff members with clerical skills, project managers, education experts, and staff members to maintain electronic communication for the program. These personnel may support more than one program in more than one discipline.

GUIDANCE

2.11. Program Coordinator

NOTE: Different language exists for the Common Program Requirements (One-Year Fellowship): Requirement 2.11. is different for one-year fellowships and requirement 2.11.a. was deleted from the one-year fellowship Common Program Requirements.

In the fellowship version of the Common Program Requirements, requirement 2.11. specifies that each program must have a program coordinator. Requirement 2.11.a. further specifies that the program coordinator must be provided with dedicated time and support adequate for administration of the program based upon its size and configuration.

[The Review Committee must further specify minimum dedicated time for the program coordinator.]

Since Review Committees must specify minimum dedicated time for the program coordinator, programs must review the subspecialty-specific Program Requirements:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

The [Coordinator Dedicated Time](#) summary document included as an institutional resource on the ACGME website also provides a snapshot of program coordinator dedicated time and support across all ACGME-accredited specialties and subspecialties.

The Background and Intent for requirement 2.11. explains that “each program requires a lead administrative person, frequently referred to as a program coordinator, administrator, or as otherwise titled by the institution. This person will frequently manage the day-to-day operations of the program and serve as an important liaison and facilitator between the learners, faculty and other staff members, and the ACGME. Individuals serving in this role are recognized as program coordinators by the ACGME.” In that same section, the ACGME also recognizes that “the program coordinator is a key member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management appropriate to the complexity of the program. Program coordinators are expected to develop in-depth knowledge of the ACGME and Program Requirements, including policies and procedures. Program coordinators assist the program director in meeting accreditation requirements, educational programming, and support of fellows.”

Other important considerations described in the Background and Intent for this requirement include the following:

- The source of funding for the specified salary support is not addressed.
- Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators.
- Programs with fewer fellows may not require a full-time coordinator; one coordinator may support more than one program so long as the individual’s total dedicated time across programs does not exceed 100 percent full time equivalent (FTE).

- The minimum required dedicated time and support specified in requirement 2.11.a. is inclusive of activities directly related to administration of the accredited program.
- Assignment of other responsibilities, beyond those directly related to program administration, will necessitate consideration of allocation of additional support.
- The dedicated time and support requirement for ACGME activities is a minimum, recognizing that, depending on the unique needs of the program, additional support may be warranted.

The ACGME monitors compliance with requirements in section 2.11. in various ways, including:

- questions answered by program leadership as part of an application or during the Accreditation Data System (ADS) Annual Update; and
- questions asked by Accreditation Field Representatives during site visits of the program at various stages of accreditation.

ADS screenshot: program resources – percent of FTE support – program coordinators

As part of a new program application as well as the ADS Annual Update process, programs must provide the percent of FTE support allocated to the program coordinator(s).

<p>In aggregate, what percent of FTE support is allocated to the program coordinator(s) for time devoted to the administration of this program?</p> <input type="text"/>
--

2.12. Other program personnel [The Review Committee may further specify]

Programs should review the [subspecialty-specific Program Requirements](#) for further direction, if applicable.

The Background and Intent for this requirement explains that in addition to program coordinators, there may be others needed to help in the administration of a program. These individuals may include project managers, experts in education and/or communication, and those with clerical skills. These individuals may provide support for more than one program in more than one subspecialty.

COMMON PROGRAM REQUIREMENTS

SECTION 3: Fellow Appointments

3.1. Fellows must not be required to sign a non-competition guarantee or restrictive covenant. ^(Core)

3.2. Eligibility Requirements – Fellowship Programs [Review Committee to choose one of the following:]

Option 1: All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, an AOA-approved residency program, a program with ACGME International (ACGME-I) Advanced Specialty Accreditation, or a Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency program located in Canada.
^(Core)

Option 2: All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program or an AOA-approved residency program. ^(Core)

3.2.a. [If Review Committee selected Option 1 above:]

Fellowship programs must receive verification of each entering fellow's level of competence in the required field using ACGME, ACGME-I, or CanMEDS Milestones evaluations from the core residency program. ^(Core)

[If Review Committee selected Option 2 above:]

Fellowship programs must receive verification of each entering fellow's level of competence in the required field using ACGME Milestones evaluations from the core residency program. ^(Core)

Background and Intent: A reporting feature is available for fellowship programs within ADS to provide fellowship program directors access to the final Milestones report for an active fellow's most recently completed residency program. These reports are available to fellowship program directors in mid-July, and use of this system to retrieve the reports is encouraged. There are a few scenarios in which these reports may not be available, such as if a fellow completed residency in a program not accredited by the ACGME, if a fellow completed residency prior to Milestones implementation, or if a fellow's previous experience could not be matched when entered into the program. For those without Milestones reports, programs must contact the specialty program director from the fellow's most recent residency program to obtain the required information. This new reporting feature can be found in ADS by logging in and navigating to the program's "Reports" tab, and then selecting the "Residency Milestone Retrieval" option.

[The Review Committee must further specify prerequisite postgraduate clinical education]

3.2.b. Fellow Eligibility Exception

The Review Committee for _____ will allow the following exception to the fellowship eligibility requirements:

[Note: Review Committees that selected Option 1 will decide whether or not to allow this exception. This section will be deleted for Review Committees that do not allow the exception and for Review Committees that selected Option 2]

3.2.b.1. An ACGME-accredited fellowship program may accept an exceptionally qualified international graduate applicant who does not satisfy the eligibility requirements listed in 3.2, but who does meet all of the following additional qualifications and conditions: ^(Core)

3.2.b.1.a. evaluation by the program director and fellowship selection committee of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty; and, ^(Core)

3.2.b.1.b. review and approval of the applicant's exceptional qualifications by the GMEC; and, ^(Core)

3.2.b.1.c. verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification. ^(Core)

3.2.b.2. Applicants accepted through this exception must have an evaluation of their

performance by the Clinical Competency Committee within 12 weeks of matriculation^(Core)

[If Review Committee allows the exception specified above:]

Background and Intent: An exceptionally qualified international graduate applicant has (1) completed a residency program in the core specialty outside the continental United States that was not accredited by the ACGME, AOA, ACGME-I, RCPSC or CFPC, and (2) demonstrated clinical excellence, in comparison to peers, throughout training.

Additional evidence of exceptional qualifications is required, which may include one of the following: (a) participation in additional clinical or research training in the specialty or subspecialty; (b) demonstrated scholarship in the specialty or subspecialty; and/or (c) demonstrated leadership during or after residency. Applicants being considered for these positions must be informed of the fact that their training may not lead to certification by ABMS member boards or AOA certifying boards.

In recognition of the diversity of medical training around the world, this early evaluation of clinical competence required for these applicants ensures they can provide quality and safe patient care. Any gaps in competence should be addressed as per policies for fellows already established by the program in partnership with the Sponsoring Institution.

GUIDANCE

In addition to the Common Program Requirements related to fellow eligibility requirements, program directors must comply with the policies and procedures of the Sponsoring Institution and the ACGME Institutional Requirements for fellow appointment. See [Institutional Requirements](#) 4.2. and 4.2.a. for additional information.

3.1. Non-competition guarantees and restrictive covenants

Sponsoring Institutions and programs must not require fellows to enter into restrictive covenants or non-competition guarantees. (See [Institutional Requirement 4.13.](#)) The participation of fellows in graduate medical education (GME) must not be contingent upon such contractual provisions, which may limit fellows' professional options after completing their programs.

3.2 Eligibility requirements

The following organizations provide helpful information about fellow eligibility requirements:

- *United States Doctor of Medicine (MD) graduates* – [Liaison Committee on Medical Education \(LCME\)](#)
- *United States Doctor of Osteopathic Medicine (DO) graduates* – [American Osteopathic Association \(AOA\) Commission on Osteopathic College Accreditation \(AOA-COCA\)](#)
- *Canada jointly with LCME Doctor of Medicine (MD) graduates* – [Committee on Accreditation of Canadian Medical Schools \(CACMS\)](#)

Fellows who completed an AOA-approved program that became ACGME accredited during the transition to a single GME accreditation system may be eligible for American Board of Medical Specialties (ABMS) and/or AOA board certification.

While program accreditation is under the purview of the ACGME, individual board certification is under the jurisdiction of the individual certifying boards. For individual specialty and subspecialty board qualifying information, program directors and fellows must communicate with the applicable certifying board.

ADS screenshots: fellow eligibility requirements

The ACGME collects information on each fellow during the Accreditation Data System (ADS) Annual Update process when programs input new fellows into ADS and update their fellow roster. Information collected includes the type of medical school the fellow graduated from, the graduation date, and the Educational Commission for Foreign Medical Graduates (ECFMG) certificate where applicable.

Add Fellow

[✕ Cancel](#)

[Save Fellow](#)

1. Fellow Information

National Provider ID: ⓘ

[Search National Provider ID >](#)

First Name:

Middle Initial:

Last Name:

Suffix:

 ▼

Social Security Number:

Date of Birth:

 ▼ ▼ ▼ ✕

Type of medical school from which this fellow graduated:

 ▼

Medical School: ⓘ

 ▼

[Search Medical Schools >](#)

Month/Year Degree Received:

 ▼ ▼ ✕

[Verify Fellow](#)

2. Fellow Status

Current Status:

 ▼

3. Fellow Details

Type of Position: Categorical **Year In Program:** 1

Email Address: ?

Personal Email address (for ADS access post-graduation):

Start Date: ✕ **Expected Completion:** ✕

Did this fellow have prior training in another accredited/approved program (other than in this program)?
 Yes
 No

Did this fellow start this program in year one (at the beginning of the program - no transfer credit)?
 Yes
 No

Did you obtain documentation of previous educational experience for this fellow?
 Yes
 No

Has documentation been provided that this fellow has met the eligibility criteria?
 Yes
 No

Gender: Select **Race/Ethnicity:** Select

4. Comments

If you would like to make comments concerning any additions/changes to the above information, please enter it in the box below:

5. Username

ADS login information will be emailed once the fellow's information has been saved.

The table below in ADS provides definitions of the different fellow statuses:

Current Status:
Active Full time ▼
Active
Active Full time
Active Part time
Started Program Off-Cycle
Completed Training
Completed All Accredited Training (for this specialty) - successfully promoted
Inactive
In Program but Doing Research/Other Training (intends to resume accredited training in this program)
Not in Program Yet and/or Doing Preliminary Year Elsewhere
Leave of Absence
Left Program
Completed All Accredited Training (for this specialty) - with unsuccessful demonstration of competence
Withdrew from Program
Transferred to Another Program (prior to completing required training)
Dismissed
Deceased

3.2. Required clinical education for initial entry or transfer into ACGME-accredited fellowship programs

Required clinical education must be obtained in the following types of programs:

- ACGME-accredited residency programs
- AOA-approved residency programs
- Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada
- Residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation

3.2.a. Verification of competence using Milestones evaluations in the required clinical field

To verify the competence of each matriculating fellow, all clinical education required for initial entry or transfer into ACGME-accredited fellowship programs must be verified by the program director using Milestones evaluations. Any one of the following three evaluation tools may be used:

- ACGME Milestones evaluations
- ACGME-I Milestones evaluations
- CanMEDS Milestones evaluations

ADS screenshot: retrieving Milestones reports from a previous residency program

Once a fellow is entered in ADS and starts in a new fellowship program, program leadership can retrieve the Milestones report for that fellow from the previous program by following these steps:

1. Log into ADS.
2. Go to the Reports tab.
3. Select “Residency Milestones Retrieval” in the Reports section.
4. Select the academic year to view a list of residents and, if available, the last Milestone evaluation form completed by their most recent accredited core residency program.
5. Select the “Summary Report” button for that particular fellow.

NOTE: A report may be unavailable if the previous program has not updated that fellow’s record in ADS or if the previous training and education could not be matched when entered on a roster (based on name, date of birth, social security number, medical school, or some combination of those elements). The fellow may also have completed core residency training and education in a program not accredited by the ACGME or completed training and education prior to Milestones implementation. For fellows that do not have a Milestone report on record, contact the previous specialty program director to obtain the summative report or email ADS@acgme.org with questions.

Residency Milestone Retrieval

Instructions

Select an Academic Year to view a list of current residents/fellows and, if available, the last Milestone evaluation form completed by their most recent accredited core residency training program.

A report may be unavailable if the previous training program has not updated that resident's record in ADS or if the previous training could not be matched when entered on your roster (*based on Name, DOB, SSN, Medical School, or some combination of those elements*). The resident may also have completed core residency training in a program not accredited by the AGME or completed training prior to Milestones implementation.

For those residents below that do not have a milestone report on record, contact the specialty program director to obtain the summative report or email ADS@acgme.org with questions.

Academic Year
 2023-2024

Filter Results

Resident	Previous Program	Specialty	Completed Date	Most Recent Evaluation
A'		Internal medicine	Jun 30, 2021	2020-2021 Year-End ...
		Internal medicine	Jun 30, 2023	2022-2023 Year-End ...
		Internal medicine	Jun 30, 2023	2022-2023 Year-End ...
		Internal medicine	Jun 30, 2021	2020-2021 Year-End ...
		Internal medicine	Jun 23, 2022	2021-2022 Year-End ...
		Internal medicine	Jun 30, 2022	2021-2022 Year-End ...
		Internal medicine	Jun 30, 2022	2021-2022 Year-End ...
		Internal medicine	Jun 21, 2021	2020-2021 Year-End ...
		Internal medicine	Jun 30, 2023	2022-2023 Year-End ...
		Internal medicine	Jun 30, 2022	2021-2022 Year-End ...
		Internal medicine	Jun 30, 2013	Report Unavailable
		Internal medicine	Jun 21, 2020	2019-2020 Year-End ...

Showing 1 to 12 of 12 entries

[The Review Committee must further specify prerequisite postgraduate clinical education]

Since Review Committees may specify other requirements related to prerequisite postgraduate clinical education, programs must review the subspecialty-specific Program Requirements:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

Questions about subspecialty-specific Program Requirements related to fellow eligibility should be directed to specialty Review Committee staff.

3.2.b. Fellow eligibility exception

The Review Committee for _____ will allow the following exception to the fellowship eligibility requirements:

[NOTE: Review Committees that selected Option 1 will decide whether or not to allow this exception. This section will be deleted for Review Committees that do not allow the exception and for Review Committees that selected Option 2]

Some subspecialties will allow exceptions to fellow eligibility requirements. Review the information in the document [ACGME Review Committee Eligibility Decisions](#) or refer to the subspecialty-specific Program Requirements. Programs can also access the [Common Program Requirements FAQs](#) for additional information on fellow eligibility.

Refer to the ABMS and AOA websites for most current information on eligibility for specialty and subspecialty certification by [ABMS](#) member boards and [AOA](#) certifying boards.

The AOA provides a pathway for osteopathic physicians (whether they were educated in AOA-approved or ACGME-accredited programs) to sit for AOA board examinations in the areas the AOA certifies. Allopathic physicians who complete an ACGME-accredited program with Osteopathic Recognition in a designated osteopathic position are also eligible for AOA board certification. Allopathic physicians who complete an ACGME-accredited osteopathic neuromusculoskeletal medicine program are eligible for AOA board certification in neuromusculoskeletal medicine. For AOA programs that achieved ACGME accreditation during the transition, all osteopathic residents in the program at the time it achieved ACGME accreditation will receive AOA approval following completion of the program, which will satisfy the AOA board eligibility requirements.

COMMON PROGRAM REQUIREMENTS

SECTION 3: Fellow Appointments

3.3. Fellow Complement

The program director must not appoint more fellows than approved by the Review Committee. ^(Core)

[The Review Committee may further specify minimum complement numbers]

Background and Intent: Programs are required to request approval of all complement changes, whether temporary or permanent, by the Review Committee through ADS. Permanent increases require prior approval from the Review Committee and temporary increases may also require approval. Specialty-specific instructions for requesting a complement increase are found in the “Documents and Resources” page of the applicable specialty section of the ACGME website.

GUIDANCE

3.3. Fellow complement

Review Committees approve fellow complement for a program at the time of an application and the program director must not appoint more fellows than approved by the Review Committee. Some Review Committees approve complement by total while others approve complement by both total and program year.

Complement increases can be permanent or temporary.

Permanent complement change requests

A program may request a permanent complement increase to expand its size. Programs can also request a decrease in permanent complement if they need to decrease the size of the program below the approved complement. All permanent complement increase requests must be submitted through the Accreditation Data System (ADS) and require approval by the Review Committee. Review Committees assess all requests for permanent complement increases thoroughly, considering the clinical, educational, and other resources available to the program. Additional information or a site visit may be requested for a permanent complement change request, depending on the details of the request. Review Committees review permanent increase requests at their scheduled meetings and, therefore, programs should check posted meeting agenda closing dates on the applicable [specialty](#) page of the ACGME website and plan accordingly before submitting a request.

Temporary complement change requests

A program may request a temporary complement increase for many reasons, including remediation, fellow well-being needs, medical, parental, or caregiver leave, and a fellow beginning the program off cycle. Temporary complement increase requests of greater than 90 days must be submitted through ADS and require approval by the Review Committee, although the submission and approval process differ by Review Committee and programs must consult specialty-specific guidance referenced below in this document. All Review Committees allow extensions of education and training of up to 90 days for fellows in all specialties except one-year programs without the need to submit a temporary complement increase request. This change was implemented to reduce burden for the graduate medical education (GME) community and better align with section 4.8. of the Institutional Requirements related to leaves of absence.

Program directors are strongly encouraged to contact their GME office and the applicable specialty certifying board for guidance on extending a fellow's education and training, as the impact and requirements vary from one certifying board to another.

To initiate a request to change the program's approved complement

1. The program director must:
 - a. Log into ADS.
 - b. Under the "Program" tab, select "Complement Change" from the right panel under "Requests."
 - c. Select either "Temporary" or "Permanent" request.
 - d. Complete all required information and submit.
2. Once submitted, the request will be forwarded to the designated institutional official (DIO) for approval.

3. Once approved by the DIO, the request will be forwarded to the specialty Review Committee.
4. ACGME staff will notify the program of the Review Committee's decision. The notification time may vary based on the type of request and whether it needs to be reviewed during a Review Committee meeting.

ADS screenshot: complement change requests

Complement Change Request	
Temporary	Permanent
Currently Approved Increase(s): None	
View	View Change Length of Training

[The Review Committee may further specify minimum complement numbers]

For more information on fellow complement and whether your specialty Review Committee specifies minimum complement numbers, programs must review the specialty-specific Program Requirements:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select "Program Requirements and FAQs and Applications" at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

Each Review Committee also provides additional information on the subspecialty-specific process to request a complement change in the Documents and Resources section of their specialty-specific web page or in the subspecialty FAQs. Questions about subspecialty-specific Program Requirements related to fellow complement should be directed to specialty Review Committee staff.

COMMON PROGRAM REQUIREMENTS

NOTE: Differences for one-year fellowship programs are indicated in navy font and an asterisk.

SECTION 3: Fellow Appointments

3.4. Fellow Transfers

The program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of a transferring fellow, and Milestones evaluations upon matriculation. ^(Core)

[The Review Committee may further specify]

****Section 3.4. was deleted from the one-year fellowship Common Program Requirements.**

GUIDANCE

3.4. Fellow Transfers

NOTE: The guidance in this section does not apply to one-year fellowships given that this requirement does not apply to one-year fellowships.

Fellows are considered transfer fellows under several conditions, including:

- when moving from one program to another within the same or to a different Sponsoring Institution; and,
- when moving from one program to another within the same or different subspecialty.

The term does not apply to a fellow who has successfully completed a fellowship and then is accepted into a subsequent fellowship program.

Before accepting a transferring fellow, the “receiving” program director must obtain written or electronic verification of prior educational experiences and performance sent by the program from which the fellow is seeking to transfer.

Documentation includes rotations completed, procedural/operative experience/Case Logs if applicable, and a summative competency-based performance evaluation.

While a Milestones evaluation cannot be used in the decision to accept a transferring fellow, a Milestones evaluation must be obtained upon matriculation.

The ACGME monitors compliance with this requirement in various ways, including:

- fellow-level questions that program leadership must answer as part of an application or during the Accreditation Data System (ADS) Annual Update when entering/updating their fellow roster; and
- questions asked and documentation reviewed by Accreditation Field Staff during site visits of the program at various stages of accreditation.

ADS screenshot: identifying transfer fellows

During the ADS Annual Update, programs update their fellow roster and information on each fellow. On the fellow Profile page, under the Fellow Details section, programs are asked to answer several questions regarding a transferring fellow and confirm that documentation of prior training and education has been obtained for the transfer fellow(s). (See accompanying screenshot which follows on the next page.)

3. Fellow Details

Type of Position:

Year In Program:

Email Address:

Personal Email address (for ADS access post-graduation):

Start Date:

Expected Completion:

Did this fellow have prior training in another accredited/approved program (other than in this program)?

Yes
 No

Years of most recent training in accredited/approved program (other than in this program):

Identify the type of most recent training:

Specify the specialty of most recent training:

Did this fellow start this program in year one (at the beginning of the program - no transfer credit)?

Yes
 No

Has documentation been provided that this fellow has met the eligibility criteria?

Yes
 No

ADS screenshot: retrieving Milestones reports from previous fellowship program

Once a transfer fellow starts in a new fellowship program, program leadership can retrieve the Milestones report for that fellow from the previous program by following these steps:

1. Log into ADS.
2. Go to the Reports tab.
3. Select "Residency Milestones Retrieval" in the Reports section.
4. Select the academic year to view a list of current residents and, if available, the last Milestone evaluation form completed by their most recent accredited core residency program.
5. Select the "Summary Report" button for that particular resident.

NOTE: A report may be unavailable if the previous program has not updated that fellow's record in ADS or if the previous training and education could not be matched when entered on that fellow's roster (based on name, date of birth, social security number, medical school, or some combination of those elements). The fellow may also have completed core residency or fellowship training and education in a program not accredited by the ACGME or completed training and education prior to Milestones implementation. For fellows that do not have a

Milestone report on record, contact the previous specialty or subspecialty program director to obtain the summative report or email ADS@acgme.org with questions.

Residency Milestone Retrieval

Instructions

Select an Academic Year to view a list of current residents/fellows and, if available, the last Milestone evaluation form completed by their most recent accredited core residency training program.

A report may be unavailable if the previous training program has not updated that resident's record in ADS or if the previous training could not be matched when entered on your roster (*based on Name, DOB, SSN, Medical School, or some combination of those elements*). The resident may also have completed core residency training in a program not accredited by the ACGME or completed training prior to Milestones implementation.

For those residents below that do not have a milestone report on record, contact the specialty program director to obtain the summative report or email ADS@acgme.org with questions.

Academic Year

2023-2024

Filter Results

Resident	Previous Program	Specialty	Completed Date	Most Recent Evaluation
		Anesthesiology	Jun 30, 2023	2022-2023 Year-End ...
				Report Unavailable

Showing 1 to 2 of 2 entries

[The Review Committee may further specify]

Since Review Committees may specify other requirements related to fellow transfers, programs must review the subspecialty-specific Program Requirements:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select "Program Requirements and FAQs and Applications" at the top of the specialty section.
4. Select subspecialty Program Requirements currently in effect.

Questions about subspecialty-specific Program Requirements related to fellow transfers should be directed to specialty Review Committee staff.

Programs can also access the [Common Program Requirements FAQs](#) for additional information on fellow transfers and Milestones retrieval.

COMMON PROGRAM REQUIREMENTS

SECTION 4: Educational Program

The ACGME accreditation system is designed to encourage excellence and innovation in graduate medical education regardless of the organizational affiliation, size, or location of the program.

The educational program must support the development of knowledgeable, skillful physicians who provide compassionate care.

It is recognized that programs may place different emphasis on research, leadership, public health, etc. It is expected that the program aims will reflect the nuanced program-specific goals for it and its graduates; for example, it is expected that a program aiming to prepare physician-scientists will have a different curriculum from one focusing on community health.

4.1. Length of Program

[The Review Committee must further specify]

4.2. Educational Components

The curriculum must contain the following educational components:

- 4.2.a. a set of program aims consistent with the Sponsoring Institution's mission, the needs of the community it serves, and the desired distinctive capabilities of its graduates, which must be made available to program applicants, fellows, and faculty members; ^(Core)
- 4.2.b. competency-based goals and objectives for each educational experience designed to promote progress on a trajectory to autonomous practice in their subspecialty. These must be distributed, reviewed, and available to fellows and faculty members; ^(Core)
- 4.2.c. delineation of fellow responsibilities for patient care, progressive responsibility for patient management, and graded supervision in their subspecialty; ^(Core)

Background and Intent: These responsibilities may generally be described by PGY level and specifically by Milestones progress as determined by the Clinical Competency Committee. This approach encourages the transition to competency-based education. An advanced learner may be granted more responsibility independent of PGY level and a learner needing more time to accomplish a certain task may do so in a focused rather than global manner.

4.2.d. structured educational activities beyond direct patient care; and, ^(Core)

Background and Intent: Patient care-related educational activities, such as morbidity and mortality conferences, tumor boards, surgical planning conferences, case discussions, etc., allow fellows to gain medical knowledge directly applicable to the patients they serve. Programs should define those educational activities in which fellows are expected to participate and for which time is protected. Further specification can be found in 4.10. – 4.12.

4.2.e. formal educational activities that promote patient safety-related goals, tools, and techniques. ^(Core)

GUIDANCE

4.1. Length of Program

[The Review Committee must further specify]

Each Review committee must specify the length of the educational program for the subspecialty(ies) overseen, so it is important that programs review the subspecialty-specific Program Requirements.

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

Each Review Committee may also provide additional information through background and intent or subspecialty-specific FAQs. Questions about subspecialty-specific Program Requirements should be directed to specialty Review Committee staff.

4.2. Educational Components

The Common Program Requirements do not list detailed curricular elements for each subspecialty. The overarching intent of the Common Program Requirements related to the educational program is to ensure that programs provide a framework for:

- a comprehensive education for fellows pertinent to the specific mission and aims of the Sponsoring Institution, the program, and the community served; and
- the development of knowledgeable, skilled, and compassionate physicians capable of autonomous practice.

4.2.a. Program aims

Programs must develop aims to add context to the program’s expectations and focus on aspects such as:

- types of fellows being educated by the program
- fellows’ future roles in the community

Having aims allows the program to construct curricular elements that address career options (e.g., clinical practice, research, primary care, or health policy and advocacy). For example, a program in a rural community might focus its fellow education on issues relevant to that community, while a program in an institution with a goal to produce physician-scientists might want to provide more education in research. The Program Evaluation Committee (PEC) should play a central role in the development of program aims and should ensure that the program is working toward these aims.

Program aims should be vetted with program and institutional leaders, and in some institutions, setting aims will be an institution-level initiative. In setting aims, programs should generally take a longer-term strategic view. However, aims may change over time. Factors such as a shift in program focus initiated by institutional or department leadership, changes in local or national demand for a fellow workforce with certain capabilities, or new opportunities to train and educate fellows in a different setting may prompt revision of program aims.

It bears re-emphasizing that while Common Program Requirement 4.2.a. requires the program

to develop a set of program aims consistent with its mission and the community it serves, the Review Committees will *not* evaluate the specifics of the program aims for accreditation purposes. What Review Committees will evaluate is that a program has defined its program aims and that it has a process to share them with applicants to the program, fellows, and faculty members.

New programs submitting an application for accreditation and programs with a status of Initial Accreditation or Initial Accreditation with Warning must provide or update their program aims in the Accreditation Data System (ADS) as part of an application or the ADS Annual Update. Accreditation Field Staff also verify that a program has identified program aims and that it has a process in place to share those with program applicants, fellows, and faculty members.

ADS screenshot: program aims

Provide four to six aims that the program uses to achieve its mission.

Aims describe specific program efforts to achieve the mission. Examples: Residents spend at least six months in community-based rotations; the primary clinical site is a research-rich environment with many opportunities for fellow involvement; the program offers a range of options for faculty development and monitors faculty member participation.

4.2.b. Goals and objectives

The program must design competency-based, level-specific goals and objectives for each educational experience/rotation to promote progress on a trajectory to autonomous practice in its subspecialty. These goals and objectives must be distributed, reviewed, and available to fellows and faculty members.

Defining goals and objectives

- A goal is an overarching principle that guides decision-making.
- Objectives are specific, measurable steps that can be taken to meet a goal.

Developing goals and objectives

While the ACGME and the Review Committees do not endorse any single method for developing goals and objectives, a number of resources are available to guide those entrusted with constructing fellowship curricula. For example, among the most widely known approaches is the “Theory of Bloom’s Taxonomy of Measurable Verbs” (Bloom 1956). Bloom based his taxonomy on the premise that observable action levels can help explicitly define what a student must do to demonstrate learning. He organized these action levels by using measurable verbs to describe observable knowledge, skills, attitudes, behaviors, and abilities. In developing fellowship curricula, these categories can be used to identify fellows’ learning needs for each rotation. Many iterations of the taxonomy are easily accessible on a variety of educational websites.

Another tool for guiding the development of goals and objectives is the SMART mnemonic developed by Doran (1981). He simply states that goals and objectives should be:

- **S** – Specific
- **M** – Measurable
- **A** – Attainable

- **R** – Relevant
- **T** –Time-bound

Common mistakes in creating goals and objectives

- Using vague verbs and phrases that cannot be measured
 - words to avoid
 - believe
 - comprehend
 - know
 - perceive
 - recognize
 - understand
 - phrases to avoid
 - appreciation for
 - capable of
 - familiar with
 - knowledge of
- Creating goals and objectives that are not level-specific and/or competency-based

Goals and objectives must be competency-based and level-specific. For example, a first-year fellow in a two-year program must demonstrate the ability to guide and supervise a resident in obtaining a complete history and physical examination and take an active role in the formulation of diagnostic and treatment plans.

Goals and objectives must be distributed, reviewed, and available to fellows and faculty members to ensure an understanding of learning expectations. New programs submitting an application for accreditation and programs with a status of Initial Accreditation or Initial Accreditation with Warning must answer the question shown in the screenshot below in ADS as part of the application or during the ADS Annual Update process. Finally, Accreditation Field Staff also verify during a site visit that the program has a process in place for informing fellows about goals and objectives for all educational assignments.

ADS screenshot: goals and objectives

How are residents/fellows and faculty members informed about their assignments, the responsibilities expected of each rotation, and the goals and objectives for each assignment? Check all that apply:

- Hard copy
- Electronic copy
- Website
- Listserv
- Other
- Residents/fellows/faculty members are not informed of these specifics for each rotation

4.2.c. Fellow responsibilities and graded supervision

Common Program Requirement 4.2.c. is closely related to the Common Program Requirements in section 6.6. focused on supervision and accountability. Programs are encouraged to review those requirements and associated guidance. The responsibilities and supervision of fellows must be clearly delineated. The ACGME, through its Review Committees, assesses compliance with this requirement in multiple ways, including:

- review of the supervision policy and answers to the question shown in the screenshot below for programs submitting an application or during the Initial Accreditation stage; and,
- verification of information by Accreditation Field Staff related to this requirement during accreditation site visits.

ADS screenshot: fellow progressive authority and responsibilities in patient care

Overall Evaluation Methods Print

1. Does the program have a system in place to evaluate the resident/fellows' abilities to determine whether they can take on progressive authority and responsibilities in patient care?

Yes No

Milestones evaluations can be helpful to Clinical Competency Committees, which should review them, be educated in Milestones assessment, and use this knowledge to delineate fellow responsibilities and determine levels of graded supervision in the program. In this process, it is important to remember that fellows have already completed specialty education and training.

The Milestones narratives for specialties and subspecialties may appear similar in terms of the level that an individual fellow has achieved. However, the critical difference lies in the competency being assessed.

4.2.d. Structured educational activities beyond direct patient care

As the Background and Intent indicates, patient care-related educational activities, such as morbidity and mortality conferences, tumor boards, surgical planning conferences, case discussions, etc., allow fellows to gain medical knowledge directly applicable to the patients they serve. Programs should define those educational activities in which fellows are expected to participate and for which time is protected. Further specification can be found in Common Program Requirements 4.10.-4.12.

Per Common Program Requirement 4.11., fellows must be provided with protected time to participate in core didactic activities. The Background and Intent also explains that programs should define those educational activities in which fellows are expected to participate and for which time is protected. Further specification can be found in 4.10.-4.12. While fellows may occasionally miss didactic activities because of priorities related to patient care, it is important that the program provide protected time to allow their attendance. Fellows on rotations at a distant site should be given the opportunity to participate in didactic activities online, via recorded conferences, and through other means as applicable.

Program leaders should conduct periodic reviews of the program's curriculum to determine if adjustments need to be made (e.g., new treatment protocols or concepts may need to be incorporated). If Milestones evaluation and in-training examination results consistently indicate that a significant portion of fellows are not performing well in a particular area, program leaders should address that knowledge deficiency in the didactic curriculum.

COMMON PROGRAM REQUIREMENTS

ACGME Competencies

The Competencies provide a conceptual framework describing the required domains for a trusted physician to enter autonomous practice. These Competencies are core to the

practice of all physicians, although the specifics are further defined by each subspecialty. The developmental trajectories in each of the Competencies are articulated through the Milestones for each subspecialty. The focus in fellowship is on subspecialty-specific patient care and medical knowledge, as well as refining the other competencies acquired in residency.

The program must integrate the following ACGME Competencies into the curriculum:

(Core)

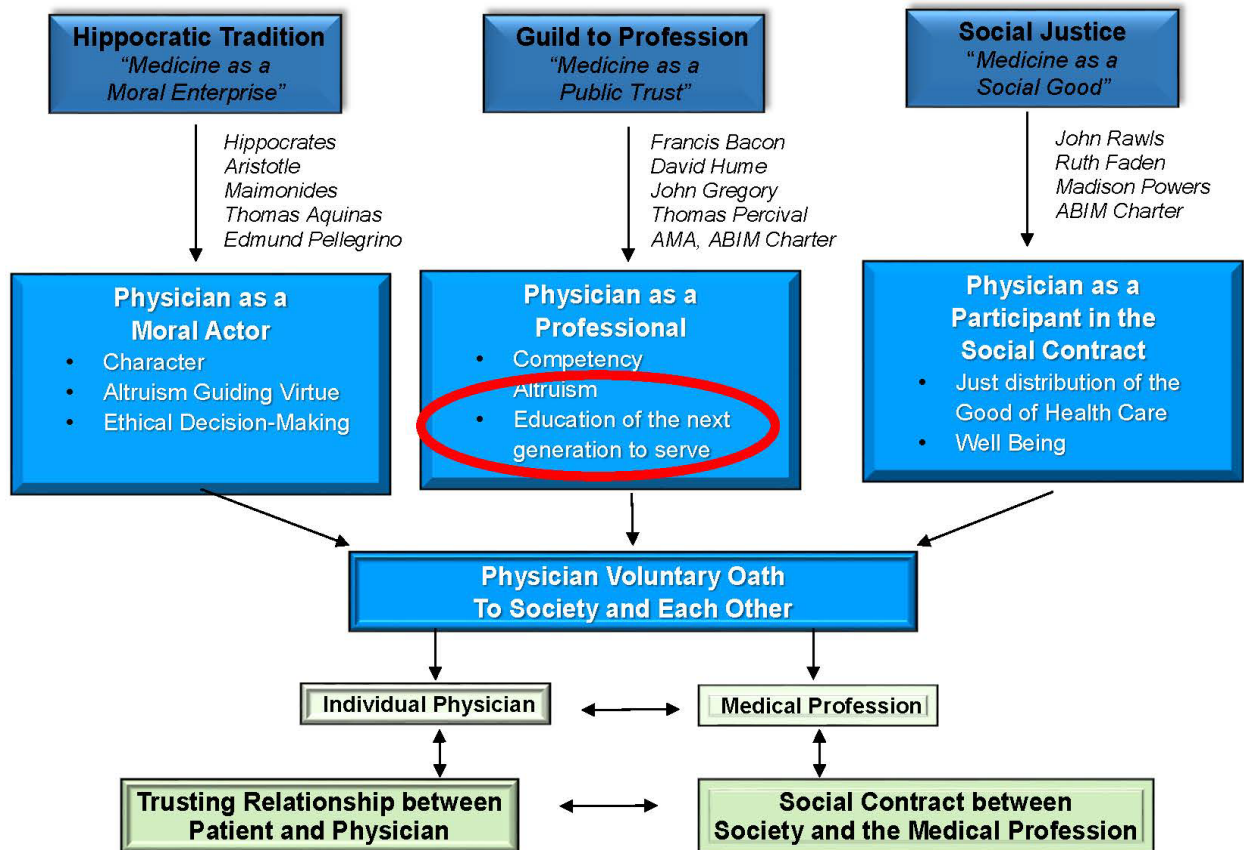
4.3. ACGME Competencies – Professionalism

Fellows must demonstrate a commitment to professionalism and an adherence to ethical principles. ^(Core)

GUIDANCE

Professionalism is at the core of being a physician, yet, teaching it can be difficult, and evaluation of professionalism presents significant challenges. There are many factors that influence the erosion of professionalism, including state control, corporate demands, and overemphasis on income and power. Some argue that the loss of ethics and morals underlies this erosion, and therefore propose that medical professionalism cannot be taught separately from ethical principles, morality, and emotional intelligence.

ACGME former President and Chief Executive Officer Thomas J. Nasca, MD, MACP, used the following chart to summarize the traditions contributing to the American concept of professionalism.



Nasca 2015

Dr. Nasca (2015) states: “The philosophical roots of professionalism include the Hippocratic tradition of medicine as a moral enterprise; the transition of medicine from guild to profession with a commitment to competence, altruism, and public trust; and the responsibility of the profession to prepare the next generation of physicians to serve the public.” Often neglected in this equation is physician well-being. A physician who is unwell may not be able to provide good care to patients.

Elements of professionalism must be addressed in the program curriculum. Programs have reported more success with simulation, workshops, and case discussions. Some programs have incorporated education on professionalism into morbidity and mortality conferences and other case review conferences. More importantly, repeated sessions throughout the educational program provide reminders of the elements of professionalism and keep fellows on track to develop a lifelong commitment to this critical aspect of being a physician. Since role modeling of professionalism by faculty members is key to the professional behavior of fellows, it is important to incorporate professionalism into faculty development sessions. While good role models and mentors are essential for the education of fellows, there is no way to guarantee their presence. In addition, role modeling as a method of teaching professionalism has been criticized as imprecise and lacking structure.

References/Resources

- Nasca, Thomas J. 2015. "Professionalism and its Implications for Governance and Accountability of Graduate Medical Education in the United States." *JAMA* 313(18): 1801-1802. doi:10.1001/jama.2015.3738.
- The American Medical Association (AMA) and the American Osteopathic Association (AOA) have defined rules and guidelines for physician professional responsibility and conduct:
 - [AMA Declaration of Professional Responsibility](#)
 - [AOA Rules and Guidelines on Physicians' Professional Conduct](#)
- The May 12, 2015 issue of *JAMA* (<https://jamanetwork.com/journals/jama/issue/313/18>) provides an in-depth deep review of professionalism, including Viewpoints from scholars and academic leaders about the responsibility and accountability of medicine to self-govern, self-regulate, and ensure the highest degree of professionalism.

Related Common Program Requirements: 2.5.a. The program director must be a role model of professionalism.

Examples of linking professionalism values to specific behaviors:

Values	Behaviors
Responsibility	<ul style="list-style-type: none"> • Follows through on tasks • Arrives on time
Maturity	<ul style="list-style-type: none"> • Accepts blame for failure • Does not make inappropriate demands • Is not abusive and critical in times of stress
Communication Skills	<ul style="list-style-type: none"> • Listens well • Is not hostile, derogatory, sarcastic • Is not loud or disruptive
Respect	<ul style="list-style-type: none"> • Maintains patient confidentiality • Is patient • Is sensitive to physical/emotional needs • Is not biased/discriminatory

Reference

Kirk, Lynne M. 2007. "Professionalism in Medicine: Definitions and Considerations for Teaching." *Proceedings (Baylor University. Medical Center)* 20(1):13-16. doi:10.1080/08998280.2007.11928225.

To review subspecialty-specific Requirements for Professionalism:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

In addition, the Milestones are used to assess the progression of a fellow in specific competencies and subcompetencies. To access a subspecialty’s Milestones:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Milestones” at the top of the specialty section.
4. Select from the list of applicable Milestones.

Below is an example of a Gynecologic Oncology Milestones evaluation of Professionalism:

Version 2 Gynecologic Oncology Milestones, ACGME Report Worksheet

Professionalism 1: Professional Behavior and Ethical Principles				
Level 1	Level 2	Level 3	Level 4	Level 5
Identifies and describes potential triggers for professionalism lapses and how to appropriately report them Demonstrates knowledge of ethical principles	Demonstrates insight into professional behavior in routine situations and takes responsibility for one’s own professionalism lapses Analyzes straightforward situations using ethical principles	Demonstrates professional behavior in complex or stressful situations Recognizes the need to seek help in managing and resolving complex ethical situations	Consistently recognizes situations that may trigger professionalism lapses and intervenes to prevent lapses in oneself and others Recognizes and utilizes appropriate resources for managing and resolving ethical dilemmas as needed, and identifies system-level issues that induce or exacerbate ethical problems	Coaches others when their behavior fails to meet professional expectations Seeks to address system-level factors that induce or exacerbate ethical problems or impede their resolution
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				Not Yet Completed Level 1 <input type="checkbox"/>

COMMON PROGRAM REQUIREMENTS

ACGME Competencies

The Competencies provide a conceptual framework describing the required domains for a trusted physician to enter autonomous practice. These Competencies are core to the practice of all physicians, although the specifics are further defined by each subspecialty. The developmental trajectories in each of the Competencies are articulated through the Milestones for each subspecialty. The focus in fellowship is on subspecialty-specific patient care and medical knowledge, as well as refining the other competencies acquired in residency.

The program must integrate the following ACGME Competencies into the curriculum:
(Core)

4.4. ACGME Competencies – Patient Care and Procedural Skills (Part A)

Fellows must be able to provide patient care that is patient- and family-centered, compassionate, equitable, appropriate, and effective for the treatment of health problems and the promotion of health.

(Core)

Background and Intent: Quality patient care is safe, effective, timely, efficient, patient-centered, equitable, and designed to improve population health, while reducing per capita costs. In addition, there should be a focus on improving the clinician’s well-being as a means to improve patient care and reduce burnout among residents, fellows, and practicing physicians.

[The Review Committee must further specify]

4.5. ACGME Competencies – Patient Care and Procedural Skills (Part B)

Fellows must be able to perform all medical, diagnostic, and surgical procedures considered essential for the area of practice. (Core)

[The Review Committee may further specify]

GUIDANCE

To review the subspecialty-specific Program Requirements for Patient Care and Procedural Skills:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

In addition, Milestones are used to assess the progression of a fellow in specific competencies and subcompetencies. To access a subspecialty’s Milestones:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select the “Milestones” at the top of the specialty section.
4. Select from the list of applicable Milestones.

Below is an example of a Gynecologic Oncology Milestones evaluation of Patient Care and Procedural Skills:

Version 2		Gynecologic Oncology Milestones, ACGME Report Worksheet		
Patient Care 1: Surgical Care of Gynecologic Cancer – Open Techniques				
Level 1	Level 2	Level 3	Level 4	Level 5
Independently selects appropriate procedures for benign gynecologic conditions	Proposes appropriate cancer-specific procedures	Selects appropriate cancer-specific procedures	Independently adapts surgical plan based on unforeseen intra-operative events	Independently manages complicated or multidisciplinary procedures for patients with multiple comorbidities
Proficiently performs benign gynecologic or basic cancer-specific procedures	Effectively assists during radical cancer-specific procedures	Performs radical cancer-specific procedures	Independently and proficiently performs radical cancer-specific procedures	Identifies innovative techniques and approaches from the literature or other disciplines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				Not Yet Completed Level 1 <input type="checkbox"/> Not Yet Assessable <input type="checkbox"/>

COMMON PROGRAM REQUIREMENTS

ACGME Competencies

The Competencies provide a conceptual framework describing the required domains for a trusted physician to enter autonomous practice. These Competencies are core to the practice of all physicians, although the specifics are further defined by each subspecialty. The developmental trajectories in each of the Competencies are articulated through the Milestones for each subspecialty. The focus in fellowship is on subspecialty-specific patient care and medical knowledge, as well as refining the other competencies acquired in residency.

The program must integrate the following ACGME Competencies into the curriculum:
(Core)

- 4.6. **ACGME Competencies – Medical Knowledge**
Fellows must demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences, including scientific inquiry, as well as the application of this knowledge to patient care. (Core)

[The Review Committee must further specify]

GUIDANCE

To review the subspecialty-specific Program Requirements for Medical Knowledge:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” tab at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

In addition, Milestones are used to assess the progression of a fellow in specific competencies and subcompetencies. To access a subspecialty’s Milestones:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Milestones” at the top of the specialty section.
4. Select from the list of applicable Milestones.

Below is an example of a Gynecologic Oncology Milestones evaluation of Medical Knowledge:

Version 2 Gynecologic Oncology Milestones, ACGME Report Worksheet

Medical Knowledge 1: Anatomy				
Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates knowledge of pelvic anatomy	Demonstrates knowledge of normal retroperitoneal and upper abdominal anatomy	Applies knowledge of pelvic, retroperitoneal, and upper abdominal anatomy distorted by gynecologic cancer in a straightforward surgical setting to reduce surgical complications and morbidity	Applies knowledge of pelvic, retroperitoneal, and upper abdominal anatomy distorted by gynecologic cancer in a complex surgical setting to reduce surgical complications and morbidity	Applies knowledge of pelvic and abdominal anatomy to complex surgical cases and identifies areas for surgical innovation and quality improvement
Applies knowledge of normal pelvic anatomy in the surgical setting to reduce surgical complications and morbidity	Applies knowledge of pelvic anatomy distorted by gynecologic cancer in a complex surgical setting to reduce surgical complications and morbidity	Applies knowledge of pelvic anatomy, upper abdominal, and retroperitoneal anatomy when reviewing diagnostic studies	Applies knowledge of pelvic anatomy, upper abdominal, and retroperitoneal anatomy when planning a complex surgical intervention	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			Not Yet Completed Level 1 <input type="checkbox"/>	
			Not Yet Assessable <input type="checkbox"/>	

COMMON PROGRAM REQUIREMENTS

ACGME Competencies

The Competencies provide a conceptual framework describing the required domains for a trusted physician to enter autonomous practice. These Competencies are core to the practice of all physicians, although the specifics are further defined by each subspecialty. The developmental trajectories in each of the Competencies are articulated through the Milestones for each subspecialty. The focus in fellowship is on subspecialty-specific patient care and medical knowledge, as well as refining the other competencies acquired in residency.

The program must integrate the following ACGME Competencies into the curriculum: (Core)

4.7. ACGME Competencies – Practice-Based Learning and Improvement

Fellows must demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and lifelong learning. (Core)

GUIDANCE

Practice-based learning and improvement is best developed in an environment that provides fellows with enough information to investigate and evaluate the care of their patients. The environment needs to support open and honest attempts to improve, and not punish errors or mistakes as personal weakness.

To identify strengths, deficiencies, and limitations, fellows should learn to self-reflect to answer the question: How can I improve care for my patients? This effort may include single patients, such as at a case conference during which fellows present individual patients they have cared for and reflect on how they may improve on that care for a similar patient in the future. A more systematic approach provides fellows with information about the outcomes of their care for a larger sample of their patients. This information may demonstrate a fellow's compliance with a specific protocol or clinical guideline for a defined group of patients. Examples include the number of patients that undergo a detailed history and review of a medication checklist prior to surgery. It is not required that each fellow have an individual project. Some outcome measures will require institutional assistance to link the activity to a broader departmental goal.

Learning and improvement goals can be formulated after a fellow determines what to improve and may follow a deliberate process such as a "Plan-Do-Study-Act" cycle under the guidance of a faculty member to systematically analyze the fellow's practice. This activity may be performed in conjunction with the ongoing quality improvement efforts of the Sponsoring Institution.

Fellows constantly receive feedback and suggestions. They may wish to target a certain behavior for improvement, or try out suggestions for improvement, and consider how to analyze and incorporate these improvements into practice.

Locating and assimilating evidence may occur while a fellow is preparing for upcoming case presentations or during the actual care of a patient using a Cochrane review or a PubMed search or other clinical references. A fellow may need to learn how an individual patient's circumstances fit into the larger knowledge base, and how to use published literature to fit the scenario. This educational effort may incorporate activities such as literature review for case conferences or journal club where a critical review of the literature is demonstrated and learned.

To review the subspecialty-specific Program Requirements for Practice-Based Learning and Improvement:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select "Program Requirements and FAQs and Applications" at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

In addition, Milestones are used to assess the progression of a fellow in specific competencies and subcompetencies. To access a subspecialty's Milestones:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select "Milestones" at the top of the specialty section.
4. Select from the list of applicable Milestones.

Below is an example of a Gynecologic Oncology Milestones evaluation of Practice-Based Learning and Improvement:

Version 2 Gynecologic Oncology Milestones, ACGME Report Worksheet

Practice-Based Learning and Improvement 2: Reflective Practice and Commitment to Personal Growth				
Level 1	Level 2	Level 3	Level 4	Level 5
Identifies gap(s) between expectations and actual performance	Analyzes and reflects on the factors that contribute to gap(s) between expectations and actual performance	Institutes behavioral change(s) to narrow the gap(s) between expectations and actual performance	Continuously reflects on remaining gap(s) and institutes behavioral adjustments to narrow them	Coaches others on reflective practice
Establishes goals for personal and professional development	Identifies opportunities for performance improvement; designs a learning plan	Integrates practice data and feedback, with humility, to implement a learning plan	Uses performance data to measure the effectiveness of the learning plan and adapts it when necessary	Coaches others in the design and implementation of learning plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Not Yet Completed Level 1 <input type="checkbox"/>				

References

1. Bernabeo, Elizabeth, Sarah Hood, William Iobst, Eric Holmboe, and Kelly Caverzagie. 2013. "Optimizing the Implementation of Practice Improvement Modules in Training: Lessons from Educators." *Journal of Graduate Medical Education* 5 (1): 74–80. <https://doi.org/10.4300/jgme-d-11-00281.1>.
2. "Practice-Based Learning - ACGME Competencies." n.d. University of Maryland Medical Center. <https://www.umms.org/ummc/pros/gme/acgme-competencies/practice-based-learning>.

Resources

An example of the resources compiled at one institution to address key components of Practice-Based Learning and Improvement:

- [life-long learning and practice improvement - ACGME competencies](#)
- [evidence-based medicine – ACGME competencies](#)
- [quality improvement – ACGME competencies](#)
- [teaching skills – residents as teachers – ACGME competencies](#)

COMMON PROGRAM REQUIREMENTS

ACGME Competencies

The Competencies provide a conceptual framework describing the required domains for a trusted physician to enter autonomous practice. These Competencies are core to the practice of all physicians, although the specifics are further defined by each subspecialty. The developmental trajectories in each of the Competencies are articulated through the Milestones for each subspecialty. The focus in fellowship is on subspecialty-specific patient care and medical knowledge, as well as refining the other competencies acquired in residency.

The program must integrate the following ACGME Competencies into the curriculum:

4.8. Interpersonal and Communication Skills

Fellows must demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals. ^(Core)

GUIDANCE

The ability to communicate is one of the basic tenets of the physician-patient relationship, and an important component of professionalism. Yet education related to communication skills is frequently neglected. Apart from medical knowledge and the ability to provide good patient care, physicians need communication skills in many aspects of their practice. Examples include:

- The physician and the patient
 - history taking and physical examination — ability to elicit pertinent information, and the capacity to listen attentively to what a patient/family member has to say
 - explaining medical information, such as diagnosis, complications, and treatment (surgical and medical)
 - shared decision-making regarding diagnostic and therapeutic interventions
 - Instructions related to prescriptions — patients often take medications incorrectly because of inadequate instructions
 - delivering bad news
 - discharge instructions
 - sensitivity to different cultural and socioeconomic backgrounds
 - respect for privacy and confidentiality
 - obtaining informed consent for procedures or study participation
 - end-of-life decisions
- Physician to physician or other health care providers
 - consultations
 - sign-outs
 - patient transfers
 - leading and participating in team-based medical care
- Written and other communication
 - medical records
 - procedure notes
 - consults
 - transfers
 - lectures and presentations

It is well known that good communication skills improve patient satisfaction and treatment adherence and reduce medication errors. Modalities of communication skills include:

- skills-based – word usage, approach to patients and families;
- content-based – patient interviewing, obtaining informed consent;
- advanced encounters – delivering bad news, disclosing errors, shared decision-making; and,
- interaction-focused – physician-patient and/or physician-family, interprofessional.

Techniques used to teach interpersonal and communication skills include:

- role play;
- standardized patients;
- simulation; and,
- real-life experiences, such as during morbidity and mortality conference.

References

- Bragard, Isabelle, Isabelle Merckaert, Yves Libert, Nicole Delvaux, Anne-Marie Etienne, Serge Marchal, Christine Reynaert, et al. 2012. "Communication Skills Training for Residents: Which Variables Predict Learning of Skills?" *Open J Med Psychol* 1:68-75.
- Peterson, Eleanor B., Kimberly A. Boland, Kristina A. Bryant, Tara F. McKinley, Melissa B. Porter, Katherine E. Potter, and Aaron W. Calhoun. 2016. "Development of a Comprehensive Communication Skills Curriculum for Pediatrics Residents." *Journal of Graduate Medical Education* 8(5): 739–46. <https://doi.org/10.4300/jgme-d-15-00485.1>.
- Sullivan, Amy M., Laura K. Rock, Nina M. Gadmer, Diana E. Norwich, and Richard M. Schwartzstein. 2016. "The Impact of Resident Training on Communication with Families in the ICU: Resident and Family Outcomes." *Annals of the American Thoracic Society*. <https://doi.org/10.1513/annalsats.201508-495oc>.
- Wild, Dorothea, Haq Nawaz, Saif Ullah, Christina Via, William Vance, and Paul Petraro. 2018. "Teaching Residents to Put Patients First: Creation and Evaluation of a Comprehensive Curriculum in Patient-Centered Communication." *BMC Medical Education* 18(1). <https://doi.org/10.1186/s12909-018-1371-3>.

While many of the efforts in teaching communication skills are successful, there is evidence that success also depends on human variables. The ability to develop effective communication skills is dependent on a number of human factors, including:

- individual characteristics, such as sociodemographics, professional and personal experiences, health, burnout, depersonalization, ability to cope, psychological characteristics, and technological demands;
- contextual characteristics, such as professional and personal environments; and,
- pre-training communication skills.

Some examples of patient comments regarding negative communication experiences include:

- "I wish he would face me instead of the computer."
- "She seemed in a hurry and did not have time to listen to my fears about the surgery."
- "He seemed to be hiding something when he told me about the medication mistake."
- "I felt like I did not matter, my concerns were ignored."
- "He seemed in a hurry to pull the plug on my dad, so he could get on to the next task."

To review the subspecialty-specific Program Requirements for Interpersonal and Communication Skills:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select "Program Requirements and FAQs and Applications" at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

In addition, Milestones are used to assess the progression of a fellow in specific competencies and subcompetencies. To access a subspecialty's Milestones:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select "Milestones" at the top of the specialty section.
4. Select from the list of applicable Milestones.

Below is an example of a Gynecologic Oncology Milestones evaluation of Interpersonal and Communication Skills:

Interpersonal and Communication Skills 2: Critical Cancer Conversations				
Level 1	Level 2	Level 3	Level 4	Level 5
Elicits pre-existing preferences related to code status, advance care planning, and medical power of attorney	Assesses patients' understanding of illness, including prognostic awareness	Elicits patients' goals and values and delivers basic prognostic information	Makes goal-concordant treatment and code status recommendations	Reaches consensus on goal-concordant treatment plans in high complexity circumstances
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <div style="text-align: right;">Not Yet Completed Level 1 <input type="checkbox"/></div>				

COMMON PROGRAM REQUIREMENTS

ACGME Competencies

The Competencies provide a conceptual framework describing the required domains for a trusted physician to enter autonomous practice. These Competencies are core to the practice of all physicians, although the specifics are further defined by each subspecialty. The developmental trajectories in each of the Competencies are articulated through the Milestones for each subspecialty. The focus in fellowship is on subspecialty-specific patient care and medical knowledge, as well as refining the other competencies acquired in residency.

The program must integrate the following ACGME Competencies into the curriculum:

4.9. Systems-based Practice

Fellows must demonstrate an awareness of and responsiveness to the larger context and system of health care, including the structural and social determinants of health, as well as the ability to call effectively on other resources to provide optimal health care. ^(Core)

GUIDANCE

Physicians are increasingly dependent on the health care system to support their patients and their need to optimize this system for the benefit of their patients. At the same time, physicians can significantly influence the health care system to ensure appropriate support for patients and their families. Most fellows work passively in these settings, but the curriculum must provide education on how fellows can actively and positively impact the system in future practice. Fellows should be prepared to answer the question: How can I help to improve the system of care?

There are many ways fellows can participate in subspecialty-specific didactics or discussions regarding their practice environment or institution-wide, multi-specialty, or multi-disciplinary discussions. Fellows may participate in one or more institutional or program committees seeking to address health care system issues. The learning activities can be longitudinal or part of regularly scheduled workshops.

References/Resources

- Johnson, Julie K., Stephen H. Miller, and Sheldon D. Horowitz. 2008. "Systems-Based Practice: Improving the Safety and Quality of Patient Care by Recognizing and Improving the Systems in Which We Work." In *Advances in Patient Safety: New Directions and Alternative Approaches (Vol. 2: Culture and Redesign)*. Vol. 2. Rockville, MD: Agency for Healthcare Research and Quality (US). https://www.ncbi.nlm.nih.gov/books/NBK43731/#_ncbi_dlg_citbx_NBK43731.
- Nabors, Christopher, Stephen J. Peterson, Roger Weems, Leanne Forman, Arif Mumtaz, Randy Goldberg, Kausik Kar, et al. 2011. "A Multidisciplinary Approach for Teaching Systems-Based Practice to Internal Medicine Residents." *Journal of Graduate Medical Education* 3(1): 75-80. <https://doi.org/10.4300/JGME-D-10-00037.1>.
- Wachtel, Ruth E. and Franklin Dexter. 2010. "Curriculum Providing Cognitive Knowledge and Problem-Solving Skills for Anesthesia Systems-Based Practice." *Journal of Graduate Medical Education* 2(4): 624-632. <https://doi.org/10.4300/JGME-D-10-00064.1>.

To review the subspecialty-specific Program Requirements for Systems-based Practice:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select "Program Requirements and FAQs and Applications" at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

In addition, Milestones are used to assess the progression of a fellow in specific competencies and subcompetencies. To access a subspecialty's Milestones:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select "Milestones" at the top of the specialty section.
4. Select from the list of applicable Milestones.

Below is an example of a Gynecologic Oncology Milestones evaluation of Systems-Based Practice:

Systems-Based Practice 1: Patient Safety and Quality Improvement				
Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates knowledge of common patient safety events	Identifies system factors that lead to patient safety events	Participates in analysis of patient safety events (simulated or actual)	Conducts analysis of patient safety events and offers error prevention strategies (simulated or actual)	Actively engages teams and processes to modify systems to prevent patient safety events
Demonstrates knowledge of how to report patient safety events	Reports patient safety events through the institutional reporting systems (simulated or actual)	Participates in disclosure of patient safety events to patients and patients' families (simulated or actual)	Discloses patient safety events to patients and patients' families (simulated or actual)	Role models or mentors others in the disclosure of patient safety events
Demonstrates knowledge of basic quality improvement methodologies and metrics	Describes local quality improvement initiatives	Participates in local quality improvement initiatives	Demonstrates the skills required to identify, develop, implement, and analyze a quality improvement project	Creates, implements, and assesses quality improvement initiatives at the institutional or community level
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Not Yet Completed Level 1 <input type="checkbox"/>				

COMMON PROGRAM REQUIREMENTS

Curriculum Organization and Fellow Experiences

4.10. Curriculum Structure

The curriculum must be structured to optimize fellow educational experiences, the length of the experiences, and the supervisory continuity. These educational experiences include an appropriate blend of supervised patient care responsibilities, clinical teaching, and didactic educational events. (Core)

[The Review Committee must further specify]

4.11. Didactic and Clinical Experiences

Fellows must be provided with protected time to participate in core didactic activities. (Core)

[The Review Committee may specify required didactic and clinical experiences]

GUIDANCE

[The Review Committee must further specify]

Common Program Requirement 4.10. requires programs to optimize all educational experiences, the length of the experiences, and supervision continuity. Review Committees must further specify additional requirements; therefore, programs must review the subspecialty-specific Program Requirements:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the subspecialty Program Requirements currently in effect.

Questions about subspecialty Program Requirements should be directed to specialty Review Committee staff members.

[The Review Committee may specify required didactic and clinical experiences]

Common Program Requirement 4.11. allows Review Committees to specify required didactic and clinical experiences, so programs should consult the [subspecialty-specific Program Requirements](#) for additional information.

COMMON PROGRAM REQUIREMENTS

Curriculum Organization and Fellow Experiences

4.12. Pain Management

The program must provide instruction and experience in pain management if applicable for the subspecialty, including recognition of the signs of substance use disorder. (Core)

[The Review Committee may further specify]

GUIDANCE

Common Program Requirement 4.12. directs programs to develop evidence-based educational interventions to effectively teach fellows how to how to prevent substance use disorder (SUD) wherever possible while effectively treating pain. Educational interventions can be focused on areas including:

- recognizing substance use disorder in its earliest stages;
- functioning effectively in systems of care for effective pain relief and substance use disorder;
- using non-pharmacologic means wherever possible; and,
- participating in clinical trials of new non-opioid pain relief customized to the needs of the clinical disorders of the populations they serve.

The ACGME expects that the education of fellows and faculty members related to prescribing opioids will be integrated into graduate medical education and professional development, including, but not limited to, didactic lectures, specific required learning modules, chart reviews, and small-group discussions about complex patients.

Review Committees monitor compliance with Common Program Requirement 4.12. in various ways, including:

- questions answered by program leadership as part of an application or during the Accreditation Data System (ADS) Annual Update;
- questions answered by fellows and faculty members as part of the annual ACGME Resident/Fellow and Faculty Surveys; and,
- questions asked by Accreditation Field Staff during site visits of the program at various stages of accreditation.

ADS Screenshot: ADS Annual Update Common Program Requirements question for applications and programs with statuses of Initial and Continued Accreditation

Indicate what residents/fellows will be/are taught about pain management, including the recognition of the signs of substance-use disorder (SUD). Check all that apply:

- Non-pharmacologic pain management
- Pharmacologic pain management
- Opioid prescribing, management and tapering, including opioid selection, dosage and duration
- Recognition of dependence and SUD
- Referral for dependence and SUD treatment
- Treatment of dependence and SUD
- Communicating with patients about a pain treatment plan
- Identifying and eliminating stigma, stereotypes and bias around patients experiencing SUD
- Other
- Do not provide this education/Not applicable

The Resident/Fellow and Faculty Surveys include several questions that address Common Program Requirement 4.12. Two resource documents, the “Resident/Fellow Survey-Common Program Requirements Crosswalk” and the “Faculty Survey-Common Program Requirements Crosswalk,” provide additional information for programs on the key areas addressed by the

survey questions and how they map to the ACGME Common Program Requirements. These documents can be found at <https://www.acgme.org/data-systems-technical-support/resident-fellow-and-faculty-surveys/>.

GME Stakeholder Congress on Preparing Residents and Fellows to Manage Pain and Substance Use Disorder

On March 30-31, 2021, the ACGME hosted a virtual GME Stakeholder Congress on Preparing Residents and Fellows to Manage Pain and Substance Use Disorder. The Congress brought together experts from across the medical education spectrum with the goal of supporting programs in implementing Common Program Requirement 4.12. by developing considerations for general and specialty- and subspecialty-specific elements of a foundational curriculum for the recognition and treatment of pain and substance use disorder. More information about the Congress and a variety of resources are available on the ACGME website at [Opioid Use Disorder](#).

National Academy of Medicine (NAM) Action Collaborative on Countering the US Opioid Epidemic

The ACGME participates in and supports the [NAM Action Collaborative on Combatting Substance Use and Opioid Crises](#).

Centers for Disease Control and Prevention (CDC) Guideline for Prescribing Opioids for Chronic Pain

Improving the way opioids are prescribed through clinical practice guidelines can ensure patients have access to safer, more effective chronic pain treatment while reducing the number of people who misuse or overdose from these drugs.

The CDC developed and published the [CDC Guideline for Prescribing Opioids for Chronic Pain](#) to provide recommendations for the prescribing of opioid pain medication for patients 18 and older in primary care settings. Recommendations focus on the use of opioids in treating chronic pain outside of active cancer treatment, palliative care, and end-of-life care.

The CDC has also provided a number of resources that complement and supplement the guideline, including clinical tools, practitioner FAQs, web-based training for practitioner, and public educational videos.

Additional resources for pain management and substance use disorder

The following resources can be used to help programs and institutions identify solutions to meet local needs. The ACGME does not endorse the use of any specific tool or resource.

- *The ACGME-accredited multidisciplinary subspecialty of addiction medicine:* The ACGME Program Requirements for Graduate Medical Education in [Addiction Medicine](#) (subspecialty) provide detailed curricular elements related to medical knowledge and patient care that might be useful in defining curricular and didactic substance use disorder experiences for residents and fellows.
- [ACP Pain Management Learning Series](#): The American College of Physicians provides interactive modules, case studies, and videos supporting patient-centered pain management, OUD identification, and OUD treatment. Content stresses communication techniques and interdisciplinary team care. Modules can be viewed in a linear fashion or independently. An X-Express buprenorphine waiver video supports implementation for limited waiver applicants.

- [FDA caution to avoid abrupt decrease or discontinuation of prescribed opioids](#): The US Food and Drug Administration (FDA) identifies harm reported from sudden discontinuation of opioid pain medicines, and requires label changes to guide prescribers on gradual, individualized tapering. April 9, 2019.
- [MAT Waivered Prescriber Support Initiative Presents: Medications for Opioid Use Disorder](#): The purpose of this online training is to provide participants with a detailed overview of medications that have been shown to be effective as a component of the treatment of opioid use disorder.
- *Medication-assisted treatment waiver training*: Medication assisted treatment (MAT) of substance use disorders involves a combination of medications that target the brain, and psychosocial interventions (e.g., counseling, skills development) aimed at improving treatment outcomes. Research shows that medications and therapy together may be more successful than either treatment method alone.
- [Medications for Opioid Use Disorder. Treatment Improvement Protocol \(TIP\) 63. SAMHSA](#): This guide provides a comprehensive overview and guidance on issues related to Opioid Use Disorder: signs and symptoms; diagnostic criteria; co-occurrence with other substance use disorders; and prevention and treatment, including opioid withdrawal techniques, pharmacotherapies, tapering opioids, and non-pharmacologic interventions.
- [New England Journal of Medicine Knowledge + Pain Management and Opioids learning module](#): The New England Journal of Medicine, in partnership with Boston University School of Medicine's SCOPE of Pain and Area9 Lyceum, has instated a learning module to assist in furthering education regarding pain management, opioid prescribing, and Opioid Use Disorder (OUD).
- *References of particular interest*:
 - Lembke, Anna, Keith Humphreys, and Jordan Newmark. 2016. "Weighing the Risks and Benefits of Chronic Opioid Therapy." *American Family Physician* 93, no. 12 (June 16, 2016): 982-90. <https://www.ncbi.nlm.nih.gov/pubmed/27304767>.
 - Salsitz, Edwin A. 2015. "Chronic Pain, Chronic Opioid Addiction: A Complex Nexus." *Journal of Medical Toxicology* 12, no. 1 (2015): 54-57. <https://doi.org/10.1007/s13181-015-0521-9>.

What does this mean for GME?

- Current fellows will prescribe opioids for the next 40 years.
- Everyone involved in GME must be part of the solution.
- Clinical learning environments must use protocols and procedures that are:
 - evidence-based;
 - customized to the needs of the clinical disorders of the populations served; and
 - effective in teaching fellows how to:
 - treat pain while preventing substance use disorder;
 - recognize substance use disorder in its earliest stages;
 - function effectively in systems of care for effective pain relief and substance use disorder treatment;
 - use non-pharmacologic means wherever possible; and,
 - participate in clinical trials of new non-opioid pain relief.

COMMON PROGRAM REQUIREMENTS

****NOTE: differences for one-year fellowship programs in navy font and an asterisk.**

Scholarship

Medicine is both an art and a science. The physician is a humanistic scientist who cares for patients. This requires the ability to think critically, evaluate the literature, appropriately assimilate new knowledge, and practice lifelong learning. The program and faculty must create an environment that fosters the acquisition of such skills through fellow participation in scholarly activities as defined in the subspecialty-specific Program Requirements. Scholarly activities may include discovery, integration, application, and teaching.

The ACGME recognizes the diversity of fellowships and anticipates that programs prepare physicians for a variety of roles, including clinicians, scientists, and educators. It is expected that the program's scholarship will reflect its mission(s) and aims, and the needs of the community it serves. For example, some programs may concentrate their scholarly activity on quality improvement, population health, and/or teaching, while other programs might choose to utilize more classic forms of biomedical research as the focus for scholarship.

4.13. Program Responsibilities

The program must demonstrate evidence of scholarly activities, consistent with its mission(s) and aims. ^(Core)

[The Review Committee may further specify]

- 4.13.a. The program in partnership with its Sponsoring Institution, must allocate adequate resources to facilitate fellow and faculty involvement in scholarly activities. ^(Core)

[The Review Committee may further specify]

****NOTE: Section 4.13.a. has been deleted from the one-year fellowship Common Program Requirements**

GUIDANCE

4.13. Program responsibilities related to scholarship

This section focuses on requirements for program responsibilities related to scholarship and is closely linked to both Common Program Requirements 4.14. (faculty scholarly activity) and 4.15. (fellow scholarly activity). As the italicized philosophy states, physicians need “the ability to think critically, evaluate the literature, appropriately assimilate new knowledge, and practice lifelong learning. The program and faculty must create an environment that fosters the acquisition of such skills through fellow participation in scholarly activities. Scholarly activities may include discovery, integration, application, and teaching.”

As the italicized philosophy states, “the ACGME recognizes the diversity of fellowships and anticipates that programs prepare physicians for a variety of roles, including clinicians, scientists, and educators. It is expected that the program’s scholarship will reflect its mission(s) and aims, and the needs of the community it serves.” For example, a program located in a rural environment may want to focus on meeting the needs of the community, and advance scholarly efforts on quality improvement measures or projects that would benefit the people it serves, while a large cancer center in an urban institution may want to recruit faculty members and fellows whose primary research focus is basic science.

[The Review Committee may further specify]

Since Review Committees may specify other requirements related to scholarly activities in 4.13., programs must review the subspecialty-specific Program Requirements:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
4. Select the currently in effect subspecialty Program Requirements.

Questions about subspecialty-specific program requirements related to scholarly activity should be directed to specialty Review Committee staff.

NOTE: Section 4.13.a. below has been deleted from the one-year fellowship Common Program Requirements.

4.13.a. The program, in partnership with its Sponsoring Institution, must allocate adequate resources to facilitate fellow and faculty involvement in scholarly activities.

Depending on the mission and aims of each program, the resources needed to support fellow and faculty involvement in scholarly activities may vary greatly. The work taking place in a basic science laboratory or the conduct of large clinical trials may require significant personnel, laboratory, and other resources. There are many other scholarly activities that may not require such resources. A key universal resource requirement for scholarly activities is time. Faculty members and fellows may need protected time away from clinical activities to successfully engage in and perform scholarly activity.

- An environment of scholarship:
 - leads to the creation of new knowledge;
 - encourages lifelong learning;

- creates a mindset of inquiry that
 - may reduce “jumping on any bandwagon that comes along;” and,
 - develops mindful practice habits, e.g., antibiotic stewardship, infection control, and careful consideration of new (and expensive) drugs before use.
- Boyer’s (1990) Models of Scholarship
 - The scholarship of *DISCOVERY*
 - traditional definition: research
 - searches for new knowledge
 - discovers of new information and new models
 - shares discoveries through scholarly publication
 - The scholarship of *INTEGRATION*
 - integrates knowledge from different sources
 - presents overview of findings in a resource topic
 - brings findings together from different disciplines to discover convergence
 - identifies trends and see knowledge in new ways
 - examples: professional development workshops; literature reviews; meta-analysis; quality improvement projects
 - The scholarship of *APPLICATION*
 - discovers ways that new knowledge can be used to solve real-world problems
 - identifies new intellectual problems that can arise out of the very act of application
 - examples: translational research; development of community activities that link with academic work; development of centers for study or service; quality improvement projects
 - The scholarship of *TEACHING*
 - searches for innovative approaches and best practices to develop skills and disseminate knowledge
 - examples: courses; innovative teaching materials; educational research; instructional activities; publication of books or other teaching materials; quality improvement projects; digital scholarship, including open education resources (Massive Open Online Courses (MOOCs), Khan Academy, digital publishing, and providing courses in Blackboard®, Bridge®, and Moodle®)

There are many ways to provide these curricular elements. Programs may wish to cover specific topics at monthly sessions over a one-year period. These sessions do not need to be taught by the program director; this is an opportunity for collaboration, where experts in the topic can be invited to speak. There are many web-based curricula for teaching these topics as well.

Key to this process is faculty mentorship. While there may be some fellows who begin the program with specific research plans, many do not. They need guidance from faculty mentors who can help them design and conduct a study, gather and analyze data, and write up results for presentation or publication.

An environment of scholarship is essential to ensuring fellows continue applying the methods of the scholarly approach in their own practice after completion of the program.

[The Review Committee may further specify]

Since Review Committees may specify other requirements related to scholarly activities in 4.13.a., programs must review the subspecialty-specific Program Requirements:

5. Go to <https://www.acgme.org/specialties/>.
6. Select the applicable specialty.
7. Select “Program Requirements and FAQs and Applications” at the top of the specialty section.
8. Select the currently in effect subspecialty Program Requirements.

Questions about subspecialty-specific program requirements related to scholarly activity should be directed to specialty Review Committee staff.

Reference

Boyer, Ernest L., 1990. *Scholarship Reconsidered: Priorities of the Professoriate, A Special Report*. The Carnegie Foundation for the Advancement of Teaching, Princeton University Press.

COMMON PROGRAM REQUIREMENTS

****NOTE: Differences for one-year fellowship programs are indicated in navy font and an asterisk.**

Scholarship

Medicine is both an art and a science. The physician is a humanistic scientist who cares for patients. This requires the ability to think critically, evaluate the literature, appropriately assimilate new knowledge, and practice lifelong learning. The program and faculty must create an environment that fosters the acquisition of such skills through fellow participation in scholarly activities as defined in the subspecialty-specific Program Requirements. Scholarly activities may include discovery, integration, application, and teaching.

The ACGME recognizes the diversity of fellowships and anticipates that programs prepare physicians for a variety of roles, including clinicians, scientists, and educators. It is expected that the program's scholarship will reflect its mission(s) and aims, and the needs of the community it serves. For example, some programs may concentrate their scholarly activity on quality improvement, population health, and/or teaching, while other programs might choose to utilize more classic forms of biomedical research as the focus for scholarship.

4.14. Faculty Scholarly Activity

Among their scholarly activity, programs must demonstrate accomplishments in at least three of the following domains: ^(Core)

- Research in basic science, education, translational science, patient care, or population health
- Peer-reviewed grants
- Quality improvement and/or patient safety initiatives
- Systematic reviews, meta-analyses, review articles, chapters in medical textbooks, or case reports
- Creation of curricula, evaluation tools, didactic educational activities, or electronic educational materials
- Contribution to professional committees, educational organizations, or editorial boards
- Innovations in education

****NOTE: Section 4.14.a. does not apply to one-year fellowships. The Program Requirements for one-year fellowships include the option for the Review Committee to further specify faculty scholarly activity requirements.
[The Review Committee may further specify]**

4.14.a. The program must demonstrate dissemination of scholarly activity within and external to the program by the following methods:

[Review Committee will choose to require either 4.14.a.1 or both 4.14.a.1 and

4.14.a.2]

Background and Intent: For the purposes of education, metrics of scholarly activity represent one of the surrogates for the program’s effectiveness in the creation of an environment of inquiry that advances the fellows’ scholarly approach to patient care. The Review Committee will evaluate the dissemination of scholarship for the program as a whole, not for individual faculty members, for a five-year interval, for both core and non-core faculty members, with the goal of assessing the effectiveness of the creation of such an environment. The ACGME recognizes that there may be differences in scholarship requirements between different specialties and between residencies and fellowships in the same specialty.

- 4.14.a.1. faculty participation in grand rounds, posters, workshops, quality improvement presentations, podium presentations, grant leadership, non-peer-reviewed print/electronic resources, articles or publications, book chapters, textbooks, webinars, service on professional committees, or serving as a journal reviewer, journal editorial board member, or editor.**
(Outcome)

[The Review Committee may further specify]

- 4.14.a.2. peer-reviewed publication.** (Outcome)

[The Review Committee may further specify]

GUIDANCE

The requirements for faculty scholarship in Common Program Requirement 4.14. are closely linked to the program responsibility of ensuring that fellows and faculty members are provided with a scholarly environment as specified in Common Program Requirement 4.13. and fellow scholarly activity as specified in Common Program Requirement 4.15.

Faculty scholarly activity demonstrates to the Review Committees that:

- Faculty members have the skills to analyze and utilize new knowledge.
- The program has the ability to teach those skills to fellows.
- An environment of scholarship exists in the program.

While the value of scholarly activity is undeniable, such as the publication of peer-reviewed journal articles and the presentation of basic science research at national conferences, other activities are equally valuable. Scholarship is not engaged in only for its own sake, but also serves as a proxy for the creation of a clinical learning environment that encourages an environment of inquiry and an evidence-based scholarly approach to patient care.

The philosophical statement associated with the Scholarship section of the Common Program Requirement on the previous page bears repeating:

*Medicine is both an art and a science. The physician is a humanistic scientist who cares for patients. This requires the ability to think critically, evaluate the literature, appropriately assimilate new knowledge, and practice lifelong learning. The program and faculty must create an **environment** that fosters the acquisition of such skills through fellow participation in scholarly activities as defined in the subspecialty-specific Program Requirements.*

and

*It is expected that **the program's scholarship will reflect its mission(s) and aims, and the needs of the community it serves.** For example, some programs may concentrate their scholarly activity on quality improvement, population health, and/or teaching, while other programs might choose to utilize more classic forms of biomedical research as the focus for scholarship.*

There is wide variability in programs and the communities they serve. For example, a program in a remote, rural community might focus on primary care education and training, and may not want to expend or even have the resources to develop a million-dollar laboratory to study some characteristics of a murine model of disease. Instead, it may emphasize improving vaccination rates, increasing compliance with diabetes care, or determining how to deal with an opioid epidemic in the community.

4.14. Among their [faculty] scholarly activity, programs must demonstrate accomplishments in at least three of the following domains:

- research in basic science, education, translational science, patient care, or population health;
- peer-reviewed grants;
- quality improvement and/or patient safety initiatives;

- systematic reviews, meta-analyses, review articles, chapters in medical textbooks, or case reports;
- creation of curricula, evaluation tools, didactic educational activities, or electronic educational materials;
- contribution to professional committees, educational organizations, or editorial boards; and,
- innovations in education.

The program will be reviewed in aggregate. This requirement does not mean that each faculty member must have activity in three domains.

****NOTE: Section 4.14.a. does not apply to one-year fellowships. The Program Requirements for one-year fellowships include the option for the Review Committee to further specify faculty scholarly activity requirements. [The Review Committee may further specify]**

4.14.a. The program must demonstrate dissemination of scholarly activity within and external to the program by the following methods:

- 4.14.a.1. faculty participation in grand rounds, posters, workshops, quality improvement presentations, podium presentations, grant leadership, non-peer-reviewed print/electronic resources, articles or publications, book chapters, textbooks, webinars, service on professional committees, or serving as a journal reviewer, journal editorial board member, or editor.
- 4.14.a.2. peer-reviewed publication.

The Review Committee will choose to require either Common Program Requirement 4.14.a.1. or both 4.14.a.1. and 4.14.a.2., so programs are encouraged to reference the [subspecialty-specific Program Requirements](#). The [ACGME Review Committee Faculty Scholarly Activity Decisions](#) document is an additional resource that provides a synopsis of the faculty scholarly activity requirement across all specialties and subspecialties. Some Review Committees also provide further information on their interpretation of these requirements in associated subspecialty-specific FAQs. These documents, for specialties that provide them, can be found on the Program Requirements and FAQs and Applications section of the [specialty-specific web pages](#).

COMMON PROGRAM REQUIREMENTS

Scholarship

Medicine is both an art and a science. The physician is a humanistic scientist who cares for patients. This requires the ability to think critically, evaluate the literature, appropriately assimilate new knowledge, and practice lifelong learning. The program and faculty must create an environment that fosters the acquisition of such skills through fellow participation in scholarly activities. Scholarly activities may include discovery, integration, application, and teaching.

The ACGME recognizes the diversity of fellowships and anticipates that programs prepare physicians for a variety of roles, including clinicians, scientists, and educators. It is expected that the program's scholarship will reflect its mission(s) and aims, and the needs of the community it serves. For example, some programs may concentrate their scholarly activity on quality improvement, population health, and/or teaching, while other programs might choose to utilize more classic forms of biomedical research as the focus for scholarship.

4.15. Fellow Scholarly Activity

[The Review Committee may further specify]

GUIDANCE

The expectations for fellow scholarly activity outlined in Common Program Requirement 4.15. may be further specified by the Review Committee. This requirement is closely linked to the program responsibility of ensuring that the faculty members and fellows are provided with a scholarly environment as specified in Common Program Requirement 4.13. and faculty scholarly activity as specified in Common Program Requirement 4.14.

Fellow scholarly activity demonstrates to the Review Committees that the program can teach scholarship skills to fellows and that an environment of scholarship exists in the program.

[The Review Committee may further specify]

Since Review Committees may specify requirements for fellow scholarly activity, programs must review the subspecialty-specific Program Requirements:

1. Go to <https://www.acgme.org/specialties/>.
2. Select the applicable specialty.
3. Select “Program Requirements and FAQs and Applications” at the top of the specialty page.
4. Select the subspecialty Program Requirements currently in effect.

Questions about subspecialty Program Requirements related to fellow scholarly activity should be directed to specialty Review Committee staff members.

Review Committees consider the wide variability in programs and the communities they serve when evaluating programs. For example, a program in a remote, rural community might focus on primary care education and training and may not want or have the resources to put together a million-dollar laboratory to study some characteristics of a murine model of disease. Instead, it may emphasize improving vaccination rates, increasing compliance with diabetes care, or determining how to deal with an opioid epidemic in the community.

Accreditation Data System (ADS) screenshots: fellow scholarly activity instructions and data entry screens

1. Fellow scholarly activity instructions

The screenshot shows the ADS interface for entering fellow scholarly activity. At the top, there is a dropdown menu for "Academic Years" set to "2023 - 2024". Below this are two buttons: "Fellow Scholarly Activity" (highlighted in blue) and "Post Graduate PMIDs". A "Print" icon is visible in the top right corner of the main content area.

Fellow Scholarly Activity

For reporting year 2023-2024, scholarly activity that occurred during the previous year 2022-2023

You must confirm all residents/fellows with an "unconfirmed" status before completing this section. For each person listed, enter **only one year of scholarly activity** that occurred **during the previous academic year only**. First year residents/fellows in the program will not appear on the list below.

To add scholarly activity, click the "Add" or "Quick Add" button, under the "Options" dropdown. If there was no scholarly activity for that person during the previous academic year, click the "No Activity" button under the "Options" dropdown.

Change the academic year to view past scholarly activity. **Previous years of scholarly activity are not editable.**

[Download Scholarly Activity Template](#)

- The “Download Scholarly Activity Template” button in the screenshot above will pull up an Excel spreadsheet to enter information. The purpose of the spreadsheet is for programs to disseminate it to fellows to aid in the collection of accurate scholarly activity data. The spreadsheet includes definitions of the different types of scholarly activities.



Template for **Resident Scholarly Activity** that occurred during the **previous academic year, between July 1st and June 30th**

	PMID	Other Publications	Conference Presentations	Chapters / Textbooks	Participated in Research	Teaching / Presentations		
Resident Scholarly Activity	Pub Med Ids (assigned by PubMed) for articles published during the previous academic year. Pub Med ID (PMID) is a unique number assigned to each PubMed record. This is generally an 8 character numeric number. The PubMed Central reference number (PMCID) is different from the PubMed reference number (PMID). PubMed Central is an index of full-text papers, while PubMed is an index of abstracts.	Number of articles without PMIDs, non-peer reviewed publications, peer-reviewed publications which are not recognized by the National Library of Medicine, and activities related to item-writing during the previous academic year.	Number of abstracts, posters, and presentations given at international, national, or regional meetings during the previous academic year.	Number of chapters or textbooks published during the previous academic year.	Participated in funded or non-funded basic science or clinical outcomes research project during the previous academic year.	Lecture, or presentation (such as grand rounds or case presentations) of at least 30 minute duration within the sponsoring institution or program during the previous academic year.		
	Enter up to three PMIDs			Respond with total number		Response with Yes/No		
Resident Name	PMID 1	PMID 2	PMID 3	Other Publications	Conference Presentations	Chapters / Textbooks	Participated in research	Teaching / Presentations

- The fellow scholarly activity summary provides a list of all fellows in the program and allows programs to update scholarly activity information for each individual fellow. **NOTE:** The information requested is for the previous academic year only. First-year fellows in the program will not appear on the list.

Fellow	PMID	Other Publications	Conference Presentations	Chapters Textbooks	Participated in Research	Teaching Presentations	
	1	2	1	0	Y	Y	Options
	2						
	3						
	1	0	0	0	Y	Y	Options
	2						
	3						
1 - 37038874	1	0	1	0	Y	Y	Options
	2						
	3						
	1	1	1	0	N	Y	Options
	2						
	3						

- The columns on the fellow scholarly activity data entry screen have an “information” button that expands to provide a more specific definition of each type of scholarly activity. Those definitions are also provided in the downloadable Excel template and are included below.

- PubMed IDs (PMIDs):**

The PMID is a unique number assigned to each PubMed record. This is generally an eight-digit number. Enter up to four [PMIDs](#) (assigned by PubMed) for articles published during the previous academic year. The PubMed Central reference number (PMCID) is different from the PubMed reference number (PMID). PubMed Central is an index of full-text papers, while PubMed is an index of abstracts. If this resident is a designated osteopathic resident, use the checkboxes (if applicable) to

indicate if an article integrated the application of Osteopathic Principles and Practice (OPP).

- **Other Publications:** Number of articles without PMIDs, non-peer-reviewed publications, peer-reviewed publications which are not recognized by the National Library of Medicine, and activities related to item-writing (e.g., board examination questions) during the previous academic year.
- **Conference Presentations:** Number of abstracts, posters, and presentations given at international, national, or regional meetings during the previous academic year.
- **Chapters/Textbooks:** Number of chapters or textbooks published during the previous academic year.
- **Participated in Research:** Participated in funded or non-funded basic science or clinical outcomes research project during the previous academic year.
- **Teaching Presentations:** Lecture or presentation (such as grand rounds or case presentations) of at least 30-minute duration within the Sponsoring Institution or program during the previous academic year.

5. The screenshots below depict the individual fellow scholarly activity data entry.

Edit Scholarly Info for [redacted] ✕ Cancel

Did I [redacted] have Scholarly Activity for academic year 2021 - 2022:
 Yes
 No

Pub Med IDs
[Pub Med ID lookup >](#)
Pub Med IDs (assigned by PubMed) for articles published between 7/1/2021 and 6/30/2022. List up to 3. Pub Med ID (PMID) is a unique number assigned to each PubMed record. This is generally an 8-digit number. The PubMed Central reference number (PMCID) is different from the PubMed reference number (PMID). PubMed Central is an index of full-text papers, while PubMed is an index of abstracts. *If this resident is a designated osteopathic resident, use the checkboxes (if applicable) to indicate if an article integrated the application of Osteopathic Principles and Practice (OPP).*

PMID 1	PMID 2	PMID 3
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Publications
Number of articles without PMIDs, non-peer reviewed publications, peer-reviewed publications which are not recognized by the National Library of Medicine, and activities related to item-writing between 7/1/2021 and 6/30/2022

Conference Presentations
Number of abstracts, posters, and presentations given at international, national, or regional meetings between 7/1/2021 and 6/30/2022

Chapters / Textbooks
Number of chapters or textbooks published between 7/1/2021 and 6/30/2022

Participated in Research
Participated in funded or non-funded basic science or clinical outcomes research project between 7/1/2021 and 6/30/2022
 Yes
 No

Teaching / Presentations
Lecture, or presentation (such as grand rounds or case presentations) of at least 30 minute duration within the sponsoring institution or program between 7/1/2021 and 6/30/2022
 Yes
 No



6. The screenshot below depicts the data entry screen for post graduate PMIDs, or PMIDs published AFTER the fellow graduated but where the scholarly activity work occurred during their fellowship and was not previously reported. This data is used as a supplement to the program's fellow scholarship from the last five graduate cohorts.

Fellow Scholarly Activity Post Graduate PMIDs

Post Graduate PMIDs Add

For reporting year 2023-2024, in the previous 5 academic years (between 2022-2023 and 2018-2019), did any of your fellows participate in scholarly activity PMIDs that were published AFTER the fellow graduated? If applicable, add and only report scholarly activity that occurred during their fellowship and was not previously reported. PMIDs that were previously reported in this program will not be accepted.

Intent: Used as a supplement to the program's fellow scholarship from the last five graduate cohorts. Meant to capture work that the fellows had started while training in the program and were moved to publication after their graduation date. It is not meant for scholarly work after leaving the training program.

PMID	Title	Author	Date	
			7/22/2022	
			7/1/2023	

Showing 1 to 2 of 2 entries

COMMON PROGRAM REQUIREMENTS

Independent Practice

Fellowship programs may assign fellows to engage in the independent practice of their core specialty during their fellowship program.

- 4.16. If programs permit their fellows to utilize the independent practice option, it must not exceed 20 percent of their time per week or 10 weeks of an academic year.

[This section will be deleted for those Review Committees that choose not to permit the independent practice option. For those that choose to permit this option, the Review Committee may further specify.]

Background and Intent: Fellows who have previously completed residency programs have demonstrated sufficient competence to enter autonomous practice within their core specialty. This option is designed to enhance fellows' maturation and competence in their core specialty. This enables fellows to occupy a dual role in the health system: as learners in their subspecialty, and as credentialed practitioners in their core specialty. Hours worked in independent practice during fellowship still fall under the clinical and educational work hour limits. See Guide to the Common Program Requirements for more details.

GUIDANCE

As stated in the Background and Intent for these requirements, fellows who have previously completed residency programs have demonstrated sufficient competence to enter autonomous practice within their primary specialty. This option is designed to enhance fellows' maturation and competence in that specialty. This enables fellows to occupy a dual role in the health system, both as learners in their subspecialty and as credentialed practitioners in their primary specialty.

The ACGME does not set regulations regarding billing, and programs interested in more information on billing should consult their Sponsoring Institution's legal counsel and fiscal intermediary.

As per the US Code of Federal Regulations, "services of moonlighting residents refers to services that licensed residents perform that are outside the scope of an approved GME program". Independent practice as described in the Common Program Requirements is, therefore, NOT considered moonlighting. It refers to someone credentialed to practice in the primary specialty.

Not all Review Committees allow the independent practice option. For information regarding whether certain Review Committees allow the independent practice option, refer to the applicable subspecialty-specific Program Requirements. If the independent practice option is addressed in 4.16. of the Program Requirements for the program's subspecialty (fellowship), there are several important points for consideration by the program director:

1. Fellows may take advantage of the independent practice option only if permitted to do so by both the Program Requirements for the subspecialty and by the program in which they are enrolled.
2. Time spent in such independent practice is counted as part of the clinical and educational work hours of an individual fellow.
3. It is unlikely that a Review Committee would allow the independent practice option in a subspecialty if doing so may interfere with the requirements for board certification in that subspecialty. Nevertheless, before assigning/allowing the independent practice option, the program director should ensure that doing so will not interfere with the ability of program graduates to meet certification requirements.
4. The independent practice performed in a primary specialty program by a fellow must not negatively affect the education of residents in that specialty program.

COMMON PROGRAM REQUIREMENTS

****NOTE:** Differences for one-year fellowship programs are indicated in navy font and an asterisk.

SECTION 5: Evaluation

5.1. Fellow Evaluation: Feedback and Evaluation

Faculty members must directly observe, evaluate, and frequently provide feedback on fellow performance during each rotation or similar educational assignment. ^(Core)

[The Review Committee may further specify]

Background and Intent: Feedback is ongoing information provided regarding aspects of one's performance, knowledge, or understanding. The faculty empower fellows to provide much of that feedback themselves in a spirit of continuous learning and self-reflection. Feedback from faculty members in the context of routine clinical care should be frequent, and need not always be formally documented.

Formative and summative evaluation have distinct definitions. Formative evaluation is *monitoring fellow learning* and providing ongoing feedback that can be used by fellows to improve their learning in the context of provision of patient care or other educational opportunities. More specifically, formative evaluations help:

- fellows identify their strengths and weaknesses and target areas that need work
- program directors and faculty members recognize where fellows are struggling and address problems immediately

Summative evaluation is *evaluating a fellow's learning* by comparing the fellows against the goals and objectives of the rotation and program, respectively. Summative evaluation is utilized to make decisions about promotion to the next level of training, or program completion.

End-of-rotation and end-of-year evaluations have both summative and formative components. Information from a summative evaluation can be used formatively when fellows or faculty members use it to guide their efforts and activities in subsequent rotations and to successfully complete the fellowship program.

Feedback, formative evaluation, and summative evaluation compare intentions with accomplishments, enabling the transformation of a new specialist to one with growing subspecialty expertise.

Background and Intent: Faculty members should provide feedback frequently throughout the course of each rotation. Fellows require feedback from faculty members to reinforce well-performed duties and tasks, as well as to correct deficiencies. This feedback will allow for the development of the learner as they strive to achieve the Milestones. More frequent feedback is strongly encouraged for fellows who have deficiencies that may result in a poor final rotation evaluation.

5.1.a. Evaluation must be documented at the completion of the assignment. (Core)

****5.1.a.1. and 5.1.a.2. below were both deleted from the one-year fellowship Common Program Requirements and replaced with:**

****5.1.a.1. Evaluations must be completed at least every three months. (Core)**

5.1.a.1. For block rotations of greater than three months in duration, evaluation must be documented at least every three months. (Core)

5.1.a.2. Longitudinal experiences such as continuity clinic in the context of other clinical responsibilities must be evaluated at least every three months and at completion. (Core)

5.1.b. The program must provide an objective performance evaluation based on the Competencies and the subspecialty-specific Milestones, and must: (Core)

5.1.b.1. use multiple evaluators (e.g., faculty members, peers, patients, self, and other professional staff members); and, (Core)

5.1.b.2. provide that information to the Clinical Competency Committee for its synthesis of progressive fellow performance and improvement toward unsupervised practice. (Core)

Background and Intent: The trajectory to autonomous practice in a subspecialty is documented by the subspecialty-specific Milestones evaluation during fellowship. These Milestones detail the progress of a fellow in attaining skill in each competency domain. It is expected that the most growth in fellowship education occurs in patient care and medical knowledge, while the other four domains of competency must be ensured in the context of the subspecialty. They are developed by a subspecialty group and allow evaluation based on observable behaviors. The Milestones are considered formative and should be used to identify learning needs. This may lead to focused or general curricular revision in any given program or to individualized learning plans for any specific fellow.

5.1.c. The program director or their designee, with input from the Clinical Competency Committee, must meet with and review with each fellow their documented semi-annual evaluation of performance, including progress along the subspecialty-specific Milestones. (Core)

****5.1.d. below was deleted from the one-year fellowship Common Program Requirements.**

5.1.d. The program director or their designee, with input from the Clinical Competency Committee, must assist fellows in developing individualized learning plans to capitalize on their strengths and identify areas for growth. (Core)

****5.1.f. below was deleted from the one-year fellowship Common Program Requirements.**

5.1.f. At least annually, there must be a summative evaluation of each fellow that includes their readiness to progress to the next year of the program, if applicable. (Core)

5.1.g. The evaluations of a fellow's performance must be accessible for review by the fellow. (Core)

[The Review Committee may further specify under any requirement in 5.1 – 5.1.g]

GUIDANCE

In general, the requirements included in this section are self-explanatory, including descriptions of both the frequency of evaluations and when they should be performed.

5.1. Faculty members must directly observe, evaluate, and frequently provide feedback on fellow performance during each rotation or similar educational assignment.

Common Program Requirement 5.1. is unequivocal in stating that direct observation is key to the evaluation of fellow performance and progress. The Background and Intent box further emphasizes that “faculty members should provide feedback frequently throughout the course of each rotation. Fellows require feedback from faculty members to reinforce well-performed duties and tasks, as well as to correct deficiencies. [This feedback will allow for development of learners as they strive to achieve the Milestones.] More frequent feedback is strongly encouraged for fellows who have deficiencies that may result in a poor final rotation evaluation.”

Evaluation and feedback can be provided during the provision of clinical care for any of the six required Competency areas. Faculty members have many responsibilities that sometimes require short clinical rotations of five days or less. It is important to note that continuity of observation is just as important; even in short rotations, continuity allows faculty members to know and observe the fellow as well as for the fellow to know and observe the faculty members.

****NOTE: The guidance in Common Program Requirement 5.1.a. below applies to one-year fellowships except for 5.1.a.1.-2., which were deleted and replaced with requirement 5.1.a.1., i.e., evaluations must be completed at least every three months.**

5.1.a. Evaluation must be documented at the completion of the assignment.

Timely faculty member completion of fellow evaluation following completion of an assignment is crucial to a fellow’s development. Evaluation must address strengths and areas for improvement. Common Program Requirements 5.1.a.1.-2. further specify that for block rotations or continuity experiences longer than three months in duration, an evaluation must be documented at least every three months.

Accreditation Data System (ADS) screenshot: overall evaluation methods

Either as part of an application for accreditation or the updated application for a program on Initial Accreditation, the program director must answer or update the following question regarding end of rotation evaluations.

3. Describe the system that ensures faculty members will complete written evaluations of residents/fellows in a timely manner following each rotation or educational experience.

5.1.b and 5.1.b.1. The program must use multiple evaluators (e.g., faculty members, peers, patients, self, and other professional staff members).

In addition to faculty members, fellows interact with many other health care practitioners, including nurses, physician assistants, other physicians, residents, fellows, and patients. Input by the relevant individuals or groups is needed to provide an overall picture of fellow

performance. Notably, fellows asked to provide a self-evaluation using the Milestones have been shown to develop a better perspective of their own performance.

5.1.c. The program director or their designee, with input from the Clinical Competency Committee, must meet with and review with each fellow their documented semi-annual evaluation of performance, including progress along the subspecialty-specific Milestones.

Although this requirement is self-explanatory, it is critical to note that the semi-annual evaluation of performance must include a review of the fellow's progress on the subspecialty-specific milestones. As the Background and Intent further states, "Learning is an active process that requires effort from the teacher and the learner. Faculty members evaluate a fellow's performance at least at the end of each rotation. The program director or their designee will review those evaluations, including their progress on the Milestones, at a minimum of every six months. Fellows should be encouraged to reflect upon the evaluation, using the information to reinforce well-performed tasks or knowledge or to modify deficiencies in knowledge or practice. Working together with the faculty members, fellows should develop an individualized learning plan."

ADS screenshot: semi-annual evaluation

The program director must answer or update the following question as part of the ADS Annual Update to acknowledge meeting with the fellow(s) to review their documented semi-annual evaluation of performance, including progress along the subspecialty-specific Milestones.

<p>6. Does the program director or a program director designee meet and review with all residents/fellows their individual documented evaluation of performance, including progress along the specialty- or subspecialty-specific Milestones, on a semi-annual basis?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
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****NOTE: The guidance in Common Program Requirement 5.1.f. below does not apply to one-year fellowships since this requirement was deleted in the one-year fellowship Common Program Requirements.**

5.1.f. At least annually, there must be a summative evaluation of each fellow that includes their readiness to progress to the next year of the program, if applicable.

The end-of-year summative evaluation of each fellow must include a specific statement about the fellow's readiness to progress to the next year of the program, if applicable. This summative evaluation should be discussed by the Clinical Competency Committee.

****NOTE: The guidance in Common Program Requirement 5.1.g. applies to one-year fellowships, but this requirement is identified in the one-year fellowship Common Program Requirements as 5.1.e.**

5.1.g. The evaluations of a fellow's performance must be accessible for review by the fellow.

Fellows must be able to access their performance evaluations, in either electronic or hard copy format, depending on the system used by each program.

COMMON PROGRAM REQUIREMENTS

****NOTE: Differences for one-year fellowship programs are indicated in navy font and an asterisk.**

Section 5: Evaluation

5.1 Fellow Evaluation: Feedback and Evaluation

- 5.1.d. The program director or their designee, with input from the Clinical Competency Committee, must assist fellows in developing individualized learning plans to capitalize on their strengths and identify areas for growth.
(Core)

****5.1.d. above was deleted from the one-year fellowship Common Program Requirements.**

GUIDANCE

****NOTE: The guidance in 5.1.d. below does not apply to one-year fellowships; this requirement was deleted from the one-year fellowship Common Program Requirements.**

Common Program Requirement 5.1.d. was written with the intention of ensuring that the program director and faculty members help fellows to develop individualized learning plans (ILPs) that capitalize on their strengths and identify any areas that need additional support or effort.

Generally, ILPs include self-assessment and reflection, career goals, development of plans to achieve the goal(s), assessment of progress toward the goal(s), and revising/generating new goals. An ILP is a living document that must be reviewed to ensure progress and refocus as needed. Goals can be short term and/or long term. ILPs help fellows learn the concepts of lifelong learning and practice-based learning and improvement.

Barriers to successful implementation of an ILP identified by fellows include:

- difficulty with self-reflection
- environmental strain: fatigue, time constraints
- competing demands: personal and work
- difficulty creating goals

Difficulties in developing a plan and plan implementation include:

- not seeing the patient population needed for clinical goals
- not having time to consistently review the plan with a mentor
- lack of objective measures when goals that were created cannot be tracked

The ACGME has developed several resources for programs that include more information on ILPs, including components of an ILP and what ILPs are and what they are not. The [Clinical Competency Committee Guidebook](#) provides more insight on this requirement and ILPs.

Components of an ILP (Li and Burke 2010):

- reflection on goals and self-assessment of strengths and weaknesses
- generation of specific learning goals and/or objectives
- specific plans or strategies to achieve each goal focused on what the learner will do to improve
- mutual agreement on how the assessment of progress on each goal will be determined
- eventual revision of goals or creation of new goals based on performance
- expected timeline

ILPs are:

- formulated by the individual – made by the learner, for the learner;
- guided by a facilitator (faculty member, advisor, coach, or program director);
- an exercise in self-assessment and self-reflection;
- iterative;
- an ACGME requirement; and,
- an indicator of insight and ability to become an independent lifelong learner.

ILPs *are not*:

- set in stone – they can and should be revisited by both the learner and the facilitator;
- a portfolio;
- evaluations; or,
- the sole or major responsibility of the program director (or faculty) or the program.

References/Resources

1. Li, Su-Ting T. and Ann E. Burke. 2010. "Individualized Learning Plans: Basics and Beyond." *Academic Pediatrics* 10(5): 289–92.
<https://doi.org/10.1016/j.acap.2010.08.002>.
2. Li, Su-Ting T., Debora A. Paterniti, John Patrick T. Co, and Daniel C. West. 2010. "Successful Self-Directed Lifelong Learning in Medicine: A Conceptual Model Derived from Qualitative Analysis of a National Survey of Pediatric Residents." *Academic Medicine* 85(7): 1229–36. <https://doi.org/10.1097/acm.0b013e3181e1931c>.
3. Li, Su-Ting T., Debora A. Paterniti, Daniel J. Tancredi, John Patrick T. Co, and Daniel C. West. 2011. "Is Residents' Progress on Individualized Learning Plans Related to the Type of Learning Goal Set?" *Academic Medicine* 86(10): 1293-1299.
[doi:10.1097/ACM.0b013e31822be22b](https://doi.org/10.1097/ACM.0b013e31822be22b).
4. University of Washington Graduate Medical Education. "Resident and Fellow Education: Individualized Learning Plan (ILP)." <https://sites.uw.edu/uwqme/resident-evaluation/#ilp>. Accessed 2023.

COMMON PROGRAM REQUIREMENTS

SECTION 5: Evaluation

5.1. Fellow Evaluation: Feedback and Evaluation

****NOTE: Requirement 5.1.e. below applies to one-year fellowships as well, but this requirement is 5.1.d. in the one-year fellowship Common Program Requirements.**

- 5.1.e. The program director or their designee, with input from the Clinical Competency Committee, must develop plans for fellows failing to progress, following institutional policies and procedures. ^(Core)

Background and Intent: Learning is an active process that requires effort from the teacher and the learner. Faculty members evaluate a fellow's performance at least at the end of each rotation. The program director or their designee will review those evaluations, including their progress on the Milestones, at a minimum of every six months. Fellows should be encouraged to reflect upon the evaluation, using the information to reinforce well-performed tasks or knowledge or to modify deficiencies in knowledge or practice. Working together with the faculty members, fellows should develop an individualized learning plan.

Fellows who are experiencing difficulties with achieving progress along the Milestones may require intervention to address specific deficiencies. Such intervention, documented in an individual remediation plan developed by the program director or a faculty mentor and the fellow, will take a variety of forms based on the specific learning needs of the fellow. However, the ACGME recognizes that there are situations which require more significant intervention that may alter the time course of fellow progression. To ensure due process, it is essential that the program director follow institutional policies and procedures.

GUIDANCE

****NOTE: The guidance in 5.1.e. below applies to one-year fellowships as well, but this requirement is 5.1.d. in the one-year fellowship Common Program Requirements.**

The program director or their designee, with input from the Clinical Competency Committee, must develop plans for residents failing to progress, following institutional policies and procedures.

The Background and Intent reinforces the importance of institutional policies and procedures in this process: “To ensure due process, it is essential that the program director follow institutional policies and procedures.” It is, therefore, strongly encouraged that program directors work closely with the designated institutional official (DIO) to ensure all applicable policies and procedures are followed and the appropriate institutional departments are engaged in the process of addressing fellows failing to progress at the appropriate time. The goal of these processes is to help fellows in difficulty to succeed while also ensuring appropriate documentation of fellow performance and due process.

Milestones assessments and evaluations by the Clinical Competency Committee (CCC) are essential to the early identification of fellows in difficulty.

To assist with fulfilling this responsibility, the ACGME has developed a [Remediation Toolkit](#) authored by experts from across the country. This free course consists of 11 modules covering a range of essential topics related to remediation. These modules will equip educators and administrators with a solid foundation for addressing the needs of struggling learners, implementing effective remediation strategies, and fostering a supportive and conducive learning environment in graduate medical education (GME). The toolkit is available in [Learn at ACGME](#) and is part of a suite of materials to aid in faculty development, including the *Improving Assessment Using Direct Observation Toolkit* and the *Developing Faculty Competencies in Assessment Course*.

The studies listed below address the issue of residents failing to progress. The background they provide can also be applied to fellows.

1. Cosco, Dominique, Denise Dupras, Maggie So, Eugene Lee, Jason Schneider, and Randall Edson. 2014. “Look on the Bright Side: Case Studies in Successful Remediation of Problem Learners. Tools for Faculty and Staff/Remediation.” *Academic Medicine Insight* 12(3): 8-11.

Cosco et al. studied cases in which remediation of problem learners was successful and identified some key steps:

- identification of the issue (competency-based)
- multiple sources of learner assessment
- early feedback and intervention
- resident reflection with buy-in
- specific remediation goals with outlined consequences for failure to meet goals
- frequent follow-up
- group effort
- thorough documentation

2. Dupras, Denise M., Randall S. Edson, Andrew J. Halvorsen, Robert H. Hopkins, and Furman S. McDonald. 2012. ““Problem Residents’: Prevalence, Problems and Remediation in the Era of Core Competencies.” *The American Journal of Medicine* 125(4): 421–25. <https://doi.org/10.1016/j.amimed.2011.12.008>.

The authors studied the prevalence of residents in difficulty, and the problems associated with placing a resident in remediation. They suggested a change of terms from “problem residents” to “residents in difficulty.”

The authors conducted a survey of members of the Association of Program Directors in Internal Medicine:

- 372 program directors were surveyed (97.1% of 383 US categorical internal medicine programs).
- 268 program directors (72%) completed the survey.
- 197 program directors reported residents in difficulty.
- 3.5% of residents were identified as residents in difficulty (532 of 15,031 total residents with a mean of 2.9 residents in difficulty per program).

They noted that factors that correlated with subsequent need for probation/remediation included low scores on the Internal Medicine In-Training Examination and the US Medical Licensing Examination Step 3.

Residents in difficulty were most frequently identified by faculty member (#1). They were also identified by supervising/chief residents, program directors, fellows, and nurses.

The most common deficiencies of residents in difficulty identified in this study included:

- patient care (53%);
- medical knowledge (48%);
- organization/prioritization, communication (40%);
- professionalism (41%); and
- the majority (77%) had MULTIPLE deficiencies.

The most common contributing factors to residents having difficulty in the study were:

- depression
- anxiety
- personality disorders

Less common contributing factors to residents having difficulty included:

- learning disability
- illness
- substance use disorder
- divorce

In this study, the authors noted that actions taken by program directors to address residents in difficulty included:

- remediation (including repeating a rotation or an entire year)
- disciplinary action
- probation
- dismissal

In this study, only 34.5% of program directors retrospectively identified warning signs.

Conclusions:

- The majority of residents in difficulty have deficiencies in multiple competencies.
- Medical knowledge and patient care deficiencies are much easier to remediate.
- Deficiencies in professionalism are common (41%).
- Residents respond poorly to remediation.
- There is a concern that unprofessional behavior in residents is predictive of future disciplinary action by specialty boards.

3. Lefebvre, Cedric, Kelly Williamson, Peter Moffett, Angela Cummings, Beth Gianopoulos, Elizabeth Winters, and Mitchell Sokolosky. 2018. "Legal Considerations in the Remediation and Dismissal of Graduate Medical Trainees." *Journal of Graduate Medical Education* 10(3): 253–57. <https://doi.org/10.4300/jgme-d-17-00813.1>.

Lefebvre et al. reviewed the legal considerations in placing residents in remediation or dismissing them from the program, and have the following summary points:

- Sponsoring Institutions and their programs must provide residents with due process in cases of contract non-renewal, non-promotion, suspension, or dismissal.
 - Adherence to remediation policy, use of consistent remediation language, and documentation of all phases of remediation are important to optimize outcomes and limit legal liability when dismissal occurs.
 - Programs are generally on solid legal ground when they exercise due process for the remediated resident, when they take actions based on educational standards and patient safety, and when they only disclose educational records to inquiring parties in good faith.
 - Courts have consistently declined to consider the tort of educational malpractice.

4. Papadakis, Maxine A., Gerald K. Arnold, Linda L. Blank, Eric S. Holmboe, and Rebecca S. Lipner. 2008. "Performance during Internal Medicine Residency Training and Subsequent Disciplinary Action by State Licensing Boards." *Annals of Internal Medicine* 148(11): 869. <https://doi.org/10.7326/0003-4819-148-11-200806030-00009>.

Papadakis et al. evaluated the incidence of subsequent disciplinary action by state licensing boards according to performance during residency and concluded that poor performance on behavioral and cognitive measures during residency is associated with greater risk for state licensing board actions against practicing physicians at every point on a performance continuum. These findings support the ACGME standards for professionalism and cognitive performance and the development of best practices to remediate these deficiencies.

5. Smith, Jessica, Monica Lypson, Mark Silverberg, Moshe Weizberg, Tiffany Murano, Michael Lukela, and Sally Santen. 2017. "Defining Uniform Processes for Remediation, Probation and Termination in Residency Training." *Western Journal of Emergency Medicine* 18(1): 110–13. <https://doi.org/10.5811/westjem.2016.10.31483>.

The authors state that: "It is important that residency programs identify trainees who progress appropriately, as well as identify residents who fail to achieve educational milestones as expected so they may be remediated. The process of remediation varies greatly across training programs, due in part to the lack of standardized definitions for good standing, remediation, probation and termination."

The authors provided standardized definitions for terms used in remediation, probation, and termination related to residency education as listed below:

Informal Remediation: The first step in the process when warning signs of problems exist but are not so significant that formal remediation is warranted. This is a critical time to start documentation of the process to determine if there is an eventual need to escalate to a formal remediation process. Many programs have developed documentation templates or standard language, and completed forms or email notifications to the resident are placed in the resident's file. Some create confidential notes placed in "shadow files," which are destroyed once the remediation process is completed successfully.

It is important to engage the program director, CCC, and resident at this stage.

Formal Remediation: The next step in the management of residents in difficulty. This step is implemented when the resident fails to correct identified deficiencies during informal remediation or when the deficiencies are so significant that the step of informal remediation is skipped.

- Components of formal remediation:
 - Document the need for formal remediation and inform the resident in writing. It is important that the resident read and sign a formal document. The document must also be signed by the program director.
 - Provide the resident with program and institutional grievance and due process policies.
 - Determine the length of time of formal remediation, decided by the program director and the CCC. Do not leave the date open-ended — there must be a target date.
 - Create a correction plan with expected outcomes — there must be specific targets based on the deficiencies.
 - Include a time frame for reassessment and the consequences of not meeting the expected outcome within the time frame.
 - Place all documentation in the resident's file.
 - Notify the GME office, including the DIO.

Probation: Probation is initiated when a resident fails to correct deficiencies identified during formal remediation. The program director and the CCC may place a resident on immediate probation if major problems occur.

Some programs set a limit of six months to the period of formal remediation. If there is no or not enough improvement after six months of formal remediation, the resident is then placed on probation.

Notes related to probation:

- The period of probation must be definite, not open-ended.
- The program must follow due process, especially if non-renewal or termination is being considered.
- The same points listed in formal remediation need to be followed: dates, target outcome, consequences of not meeting the requirements, and documentation.
- The GME office *must* be involved. Other participants in the probation process include the program director, the CCC, the department chair, and faculty members assigned to remediate the resident.
- The legal department must be involved.
- Probation must be disclosed in the final Verification of Graduate Medical Education Training (VGMET) Form, employment letters, and letters of references.

- If the resident does not meet the requirements outlined in the letter of probation, the program may choose non-renewal of contract, or termination.

Termination: A resident may be terminated if that resident fails to meet the terms of probation. In some instances, a resident may be terminated immediately if the problem is severe enough.

- Those involved in the process of probation must be involved in the termination process. In addition, if there is a house officer/resident union, a representative of the union needs to be involved.
- Termination must be disclosed in the final VGMET Form, employment letters, and letters of references.

COMMON PROGRAM REQUIREMENTS

5.1. Fellow Evaluation: Feedback and Evaluation

5.2. Fellow Evaluation: Final Evaluation

The program director must provide a final evaluation for each fellow upon completion of the program. ^(Core)

- 5.2.a. The subspecialty-specific Milestones, and when applicable, the subspecialty-specific Case Logs, must be used as tools to ensure fellows are able to engage in autonomous practice upon completion of the program. ^(Core)

GUIDANCE

As Common Program Requirement 5.2.a. specifies, the program director must use the subspecialty-specific Milestones, and when applicable, the subspecialty-specific Case Logs as tools to ensure fellows are able to engage in autonomous practice upon completion of the program. However, the program director should consider a number of other items to make the determination about a fellow's ability to engage in autonomous practice (e.g., semi-annual and summative evaluations; recommendations from the Clinical Competency Committee).

Milestones

Milestones evaluation is an educational and formative assessment methodology designed to help promote improvement in every specialty and subspecialty graduate medical education (GME) program in the United States. The Milestones were not designed or intended for use by external entities, such as state medical licensing boards or credentialing entities, to inform or to make high-stakes decisions. The ACGME is concerned that GME programs may artificially inflate individual Milestones assessment data if the Milestones are used for high-stakes decisions. Their value would risk being lost as an honest and valuable assessment tool for continuous improvement and professional development.

The Milestones are designed only for use in evaluation of fellows in the context of their participation in ACGME-accredited programs. The Milestones provide a framework for the assessment of the development of the fellow in key dimensions of the elements of physician competence in a subspecialty. They neither represent the entirety of the dimensions of the six Core Competency domains, nor are they designed to be relevant in any other context.

The Level 4 Milestones are designed as the graduation target but do not represent a graduation requirement. Making decisions about readiness for graduation is the purview of the fellowship program director. (See the [Milestones FAQs](#) for further discussion of this issue: "Can a resident/fellow graduate if Level 4 is not achieved on all milestones?").

NOTE: Program directors are urged to read the following article regarding appropriate use of the [Milestones](#) (located under the Other Resources heading):

- "Use of Individual Milestones Data by External Entities for High Stakes Decisions - A Function for Which they Are not Designed or Intended"

Milestones resources

The ACGME provides many resources for fellows, faculty members, and program administration and leadership, and new resources are developed regularly. Visit the [Milestones Resources](#) section of the ACGME website to review available resources and tools.

ACGME Case Log System

When applicable, ACGME Case Logs must also be used by the program director to determine if fellows are able to engage in independent practice upon completion of their educational program. The program director should monitor fellows' Case Logs throughout their education and training to ensure they are able to meet Case Log minima for their subspecialty, if applicable, and to achieve competence in key procedures.

COMMON PROGRAM REQUIREMENTS

5.2. Fellow Evaluation: Final Evaluation

The program director must provide a final evaluation for each fellow upon completion of the program. ^(Core)

- 5.2.a. The subspecialty-specific Milestones, and when applicable the subspecialty-specific Case Logs, must be used as tools to ensure fellows are able to engage in autonomous practice upon completion of the program. ^(Core)
- 5.2.b. The final evaluation must become part of the fellow's permanent record maintained by the institution, and must be accessible for review by the fellow in accordance with institutional policy. ^(Core)
- 5.2.c. The final evaluation must verify that the fellow has demonstrated the knowledge, skills, and behaviors necessary to enter autonomous practice. ^(Core)
- 5.2.d. The final evaluation must be shared with the fellow upon completion of the program. ^(Core)

GUIDANCE

It is important to note that the final evaluation requirement specified in Common Program Requirement 5.2. is different from the verification of training and education specified in Common Program Requirement 2.5.j. Program directors may use one form to meet both the requirement for final evaluation and verification of training and education, but they must ensure that the final evaluation includes the specific elements identified below as well as in Common Program Requirement 5.2.a. Some of the most common elements that are missed by programs and are cited by Review Committees when programs use the same form for verification of training and final evaluation relate to:

- the specific language around readiness for autonomous practice; and,
- review of Milestones and, as applicable, ACGME Case Log System data.

The [Verification of Graduate Medical Education Training \(VGMET\)](#) Form, which programs can use or adapt to their needs, was jointly developed by several organizations: the American Hospital Association (AHA), the National Association Medical Staff Services (NAMSS), the Organization of Program Director Associations (OPDA), and the ACGME. It is designed to satisfy national credentialing standards, and to be completed once (and only once) by the program director, and then copied and re-used in perpetuity.

5.2.a. The subspecialty-specific Milestones, and when applicable, the subspecialty-specific Case Logs, must be used as tools to ensure fellows are able to engage in autonomous practice upon completion of the program.

As Common Program Requirement 5.2.a. specifies, the program director must use the subspecialty-specific Milestones, and when applicable, the subspecialty-specific Case Logs as tools to ensure fellows are able to engage in autonomous practice upon completion of the program. However, the program director should consider a number of other items to make the determination about a fellow's ability to engage in autonomous practice (e.g., semi-annual and summative evaluations; recommendations from the Clinical Competency Committee).

Milestones resources

The ACGME provides many resources for fellows, faculty members, and program administration and leadership, and new resources are developed regularly. Visit the [Milestones Resources](#) section of the ACGME website to review available resources and tools.

ACGME Case Log System

When applicable, Case Logs must also be used by the program director to determine if fellows are able to engage in autonomous practice upon completion of their educational program. The program director should monitor fellows' Case Logs throughout their education and training to ensure they are able to meet Case Log minima for their subspecialty, if applicable, and to achieve competence in key procedures.

5.2.b. The final evaluation must become part of the fellow's permanent record maintained by the institution, and must be accessible for review by the fellow in accordance with institutional policy.

This requirement is self-explanatory.

5.2.c. The final evaluation must verify that the fellow has demonstrated the knowledge, skills, and behaviors necessary to enter autonomous practice.

It is important for the program director to affirmatively state in the final evaluation, “Dr. [fellow name] has demonstrated the knowledge, skills, and behaviors necessary to enter autonomous practice.” It is also desirable to add the subspecialty, i.e., “...to enter autonomous practice of [subspecialty].” This is a frequently missed and cited requirement and therefore, program directors are strongly encouraged to ensure that this language is included in the final evaluation.

While Milestones assessments and Case Logs must be used in the determination of an individual fellow’s ability to practice autonomously, the achievement of specific milestones by an individual fellow or the number of procedures performed do not need to be documented in the final evaluation.

5.2.d. The final evaluation must be shared with the fellow upon completion of the program.

This requirement is self-explanatory.

COMMON PROGRAM REQUIREMENTS

Section 5: Evaluation

5.3. Clinical Competency Committee

A Clinical Competency Committee must be appointed by the program director.
(Core)

- 5.3.a. **At a minimum the Clinical Competency Committee must include three members, at least one of whom is a core faculty member. Members must be faculty members from the same program or other programs, or other health professionals who have extensive contact and experience with the program's fellows.** (Core)

Background and Intent: The requirements regarding the Clinical Competency Committee do not preclude or limit a program director's participation on the Clinical Competency Committee. The intent is to leave flexibility for each program to decide the best structure for its own circumstances, but a program should consider: its program director's other roles as fellow advocate, advisor, and confidante; the impact of the program director's presence on the other Clinical Competency Committee members' discussions and decisions; the size of the program faculty; and other program-relevant factors. The program director has final responsibility for fellow evaluation and promotion decisions.

The program faculty may include more than the physician faculty members, such as other physicians and non-physicians who teach and evaluate the program's fellows. There may be additional members of the Clinical Competency Committee.

- 5.3.b. **The Clinical Competency Committee must review all fellow evaluations at least semi-annually.** (Core)
- 5.3.c. **The Clinical Competency Committee must determine each fellow's progress on achievement of the subspecialty-specific Milestones.** (Core)
- 5.3.d. **The Clinical Competency Committee must meet prior to the fellows' semi-annual evaluations and advise the program director regarding each fellow's progress.** (Core)

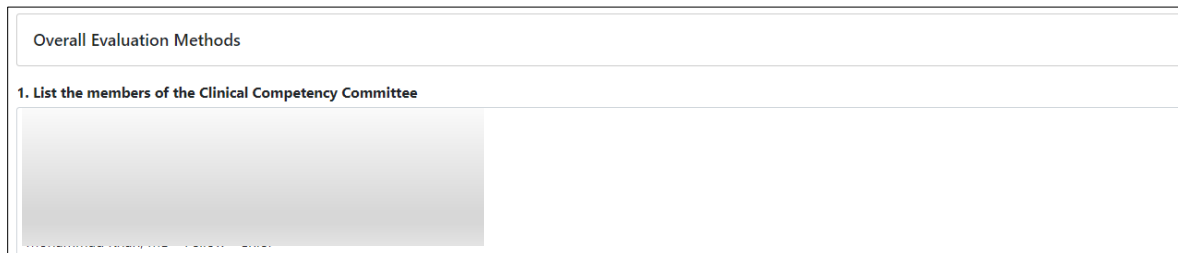
GUIDANCE

The membership of the Clinical Competency Committee (CCC) and the roles of the program director, physician, and non-physician faculty members are outlined in the Background and Intent section preceding these requirements. The requirements are purposefully stated in general terms to allow programs flexibility to include individuals who are most appropriate locally, and to structure their meetings according to their specific needs.

Program coordinators are essential in the CCC process through their involvement with many, if not all, aspects of the program, and their knowledge of the fellows. Program coordinators may attend CCC meetings in an administrative role at the discretion of the program director. However, the program coordinator cannot be a CCC member or make judgments in or after the meeting regarding fellow performance. Program coordinators should provide assessment and feedback through the program's assessment system, such as by participating in multisource assessment instruments.

Accreditation Data System (ADS) screenshot: Clinical Competency Committee membership

Programs are expected to provide the membership of the CCC as part of a new application or during the Initial Accreditation period. This question is located on the Program Tab > Overall Evaluation Methods – CCC Membership.



Overall Evaluation Methods

1. List the members of the Clinical Competency Committee

5.3.b. The Clinical Competency Committee must review all fellow evaluations at least semi-annually.

If there is a disagreement in assessment between the program director and the CCC, note Common Program Requirement 5.2., which states “the program director must provide a final evaluation for each fellow upon completion of the program.”

Common Program Requirements 5.3.b.-d. articulate three critical responsibilities of the CCC. The CCC must review all fellow evaluations at least semi-annually. The CCC is also responsible for reviewing each fellow's progress on the subspecialty-specific Milestones. Finally, the CCC must meet prior to the fellows' semi-annual evaluations and advise the program director about each fellow's progress.

Resources

Online resources related to CCCs and the Milestones can be found at <https://www.acgme.org/milestones/resources/>.

COMMON PROGRAM REQUIREMENTS

****NOTE: Differences for one-year fellowship programs are indicated in navy font and an asterisk.**

Section 5: Evaluation

5.4. Faculty Evaluation

The program must have a process to evaluate each faculty member's performance as it relates to the educational program at least annually. ^(Core)

Background and Intent: The program director is responsible for the educational program and for all educators. While the term "faculty" may be applied to physicians within a given institution for other reasons, it is applied to fellowship program faculty members only through approval by a program director. The development of the faculty improves the education, clinical, and research aspects of a program. Faculty members have a strong commitment to the fellow and desire to provide optimal education and work opportunities. Faculty members must be provided feedback on their contribution to the mission of the program. All faculty members who interact with fellows desire feedback on their education, clinical care, and research. If a faculty member does not interact with fellows, feedback is not required. With regard to the varied operating environments and configurations, the fellowship program director may need to work with others to determine the effectiveness of the program's faculty performance with regard to their role in the educational program. All teaching faculty members should have their educational efforts evaluated by the fellows in a confidential and anonymous manner. Other aspects for the feedback may include research or clinical productivity, review of patient outcomes, or peer review of scholarly activity. The process should reflect the local environment and identify the necessary information. The feedback from the various sources should be summarized and provided to the faculty on an annual basis by a member of the leadership team of the program.

- 5.4.a. This evaluation must include a review of the faculty member's clinical teaching abilities, engagement with the educational program, participation in faculty development related to their skills as an educator, clinical performance, professionalism, and scholarly activities. ^(Core)
- 5.4.b. This evaluation must include written, confidential evaluations by the fellows. ^(Core)
- 5.4.c. Faculty members must receive feedback on their evaluations at least annually. ^(Core)

****NOTE: 5.4.d. is not included in the One-Year Fellowship Common Program Requirements.**

5.4.d. Results of the faculty educational evaluations should be incorporated into program-wide faculty development plans. ^(Core)

Background and Intent: The quality of the faculty's teaching and clinical care is a determinant of the quality of the program and the quality of the fellows' future clinical care. Therefore, the program has the responsibility to evaluate and improve the program faculty members' teaching, scholarship, professionalism, and quality care. This section mandates annual review of the program's faculty members for this purpose, and can be used as input into the Annual Program Evaluation.

GUIDANCE

The section of the Common Program Requirements addressing faculty evaluation has several components:

1. *who* to evaluate;
2. *what* to evaluate – clinical teaching abilities, engagement with the educational program, participation in faculty development related to their skills as an educator, clinical performance, professionalism and scholarly activities;
3. *when* to evaluate – faculty members’ feedback on their evaluations at least annually; and,
4. *how* to use evaluations – results of faculty educational evaluations incorporated into faculty development plans.

Who to evaluate

As stated in the Background and Intent, all teaching faculty members who interact with the fellows must receive feedback.

What to evaluate

Faculty members should be evaluated based on their role in fellow education, including clinical care, teaching, and research, in aspects such as clinical productivity, review of patient outcomes, or peer review of scholarly activity. Sometimes, the program director may need to work with others to determine the effectiveness of faculty members’ performance regarding their role in the educational program. The process should reflect the local environment and identify the necessary information.

As noted in the Background and Intent, assessment of faculty members is an important part of improving the teaching program. Feedback is important to help individual faculty members measure and increase their contribution to the mission of the program and improve their individual effectiveness as teachers. It is suggested that assessment include research and scholarly activity, clinical work, and educational activities. The specific requirement for written and confidential evaluations of faculty members is intended to collect the most honest feedback from the fellows, which requires minimizing any possibility for fear of retaliation or intimidation of the fellows resulting from comments made.

5.4.b. This evaluation must include written, confidential evaluations by the fellows.

Programs with a small number of fellows often struggle to maintain the confidentiality of a fellow’s evaluation. For a confidential evaluation, the reviewer is not known by the individual being evaluated, but the identity of the evaluator might be known by someone such as the program director or departmental chair. For an anonymous evaluation, the evaluator is not known by anyone, offering a higher level of security. Frequently, feedback from multiple anonymous evaluations is aggregated so that it is impossible to guess the individual source.

The advantage of a confidential evaluation is that someone can respond if needed to an egregious situation if it is reported or that a fellowship program director or departmental chair can place the information in better context. Confidential evaluations only work if the fellows trust their identity will be kept secret, which requires they must have a high degree of trust in the individual who knows their identity. The trusted individual may be the program coordinator who is collecting the evaluations or the program director or department chair who oversees the faculty member. However, these individuals may be intimidating to a fellow because of their

supervisory relationship. In this instance, the trusted individual must be someone else, particularly when the fellow is evaluating the program director and the department chair. Another scenario has the trusted individual being someone outside of the program, such as the designated institutional official (DIO) or an individual who reports to a different department.

Confidentiality is at risk when the written evaluation contains details that might identify a specific patient, case, or fellow interaction that the faculty member can recall and attribute to the specific individual fellow.

Confidential faculty evaluations are a critical piece of information to help improve the program, but they are a special challenge in small programs. Some of the strategies above may help to collect that information while preserving confidentiality.

The ACGME monitors compliance with Common Program Requirements 5.4.a.-d. in various ways:

- questions answered by program leadership as part of an application or during the Accreditation Data System (ADS) Annual Update;
- documents submitted by programs as part of an application or site visit (e.g., sample evaluation forms);
- questions answered by fellows and faculty members as part of the annual Resident/Fellow and Faculty Surveys; and,
- questions asked by Accreditation Field Staff during site visits of the program at various stages of accreditation.

The Resident/Fellow and Faculty Surveys include several questions that address the requirements in section 5.4.a.-d. The ACGME has prepared two documents, a “Resident/Fellow Survey–Common Program Requirements Crosswalk” and a “Faculty Survey–Common Program Requirements Crosswalk,” to provide additional information for programs on the key areas addressed by the survey questions and how they map to the ACGME Common Program Requirements. These documents can be found at <https://www.acgme.org/specialties/emergency-medicine/documents-and-resources/>.

Many institutions have “home-grown” versions of faculty evaluation forms. In addition, departments may have annual evaluation forms that address clinical performance, role in education, and scholarship. Some examples of these efforts are included below.

1. Kassis, Karyn, Rebecca Wallihan, Larry Hurtubise, Sara Goode, Margaret Chase, and John Mahan. 2017. “Milestone-Based Tool for Learner Evaluation of Faculty Clinical Teaching.” *MedEdPORTAL Publications* 13. https://doi.org/10.15766/mep_2374-8265.10626.

Created a 10-question evaluation tool to assess clinical teaching skills with descriptive Milestones behavior anchors using a combination of the Stanford Faculty Development Clinical Teaching Model and annual ACGME Resident/Fellow Survey questions.

Conclusion: The tool provided faculty members with more meaningful teaching evaluations and feedback.

Domains:

- Milestone 1: Establishes positive learning domain
- Milestone 2: Maintains control of educational session

- Milestone 3: Establishes learning goals
- Milestone 4: Promotes understanding and retention of knowledge and skills
- Milestone 5: Provides formative feedback
- Milestone 6: Promotes clinical reasoning
- Milestone 7: Promotes evidence-based medicine
- Milestone 8: Promotes self-directed learning in learners
- Milestone 9: Balances supervision and autonomy
- Milestone 10: Displays professionalism

2. **Mintz, Marcy, Danielle A. Southern, William A. Ghali, and Irene W. Y. Ma. 2015.** “Validation of the 25-Item Stanford Faculty Development Program Tool on Clinical Teaching Effectiveness.” *Teaching and Learning in Medicine* 27(2): 174–81. <https://doi.org/10.1080/10401334.2015.1011645>.

Domains:

- Learning climate
- Control of session
- Communication of goals
- Promotes understanding and retention
- Evaluation
- Feedback
- Promotes self-directed learning

3. **Williams, Brent C., Debra K. Litzelman, Stewart F. Babbott, Robert M. Lubitz, and Tim P. Hofer. 2002.** “Validation of a Global Measure of Faculty’s Clinical Teaching Performance.” *Academic Medicine* 77(2): 177–80. <https://doi.org/10.1097/00001888-200202000-00020>.

Created a Global Rating Scale – a single-item, five-point global measure of faculty members’ clinical teaching performance previously known to be reliable.

Evaluation completed by 98 senior medical residents from four academic institutions; also completed the 26-item Stanford Faculty Development questionnaire for 10 faculty members with whom they had teaching contact during residency.

The Global Rating Scale correlated highly with measures of seven specific aspects of teaching effectiveness. The scale is reportedly simple to use, readily administered as part of an incentive or reward program, or for review in promotion decisions.

****NOTE: 5.4.d. is not included in the One-Year Fellowship Common Program Requirements.**

5.4.c.-d. Faculty members must receive feedback on their evaluations at least annually; results of faculty educational evaluations should be incorporated into program-wide faculty development plans.

The feedback should include strengths and opportunities for improvement, and be considered in planning for faculty development sessions and tracked as part of the Annual Program Evaluation. For example, if fellows’ evaluations of faculty members consistently show that faculty members’ evaluations of fellows are not constructive and do not provide information to help the fellows improve, there might be a need to provide a faculty development session on evaluating fellows.

COMMON PROGRAM REQUIREMENTS

Section 5: Evaluation

5.5. Program Evaluation and Improvement

The program director must appoint the Program Evaluation Committee to conduct and document the Annual Program Evaluation as part of the program's continuous improvement process. ^(Core)

5.5.a. The Program Evaluation Committee must be composed of at least two program faculty members, at least one of whom is a core faculty member, and at least one fellow. ^(Core)

5.5.b. Program Evaluation Committee responsibilities must include review of the program's self-determined goals and progress toward meeting them. ^(Core)

5.5.c. Program Evaluation Committee responsibilities must include guiding ongoing program improvement, including development of new goals, based upon outcomes. ^(Core)

5.5.d. Program Evaluation Committee responsibilities must include review of the current operating environment to identify strengths, challenges, opportunities, and threats as related to the program's mission and aims. ^(Core)

Background and Intent: To achieve its mission and educate and train quality physicians, a program must evaluate its performance and plan for improvement in the Annual Program Evaluation. Performance of fellows and faculty members is a reflection of program quality, and can use metrics that reflect the goals that a program has set for itself. The Program Evaluation Committee utilizes outcome parameters and other data to assess the program's progress toward achievement of its goals and aims. The Program Evaluation Committee advises the program director through program oversight.

5.5.e. The Program Evaluation Committee should consider the outcomes from prior Annual Program Evaluation(s), aggregate fellow and faculty written evaluations of the program, and other relevant data in its assessment of the program. ^(Core)

Background and Intent: Other data to be considered for assessment include:

- Curriculum
- ACGME letters of notification, including citations, Areas for Improvement, and comments
- Quality and safety of patient care
- Aggregate fellow and faculty well-being; recruitment and retention; engagement in quality improvement and patient safety; and scholarly activity
- ACGME Fellow and Faculty Survey results
- Aggregate fellow Milestones evaluations, and achievement on in-training examinations (where applicable), board pass and certification rates, and graduate performance
- Aggregate faculty evaluation and professional development

5.5.f. The Program Evaluation Committee must evaluate the program's mission and aims, strengths, areas for improvement, and threats. ^(Core)

5.5.g. The Annual Program Evaluation, including the action plan, must be distributed to and discussed with the fellows and the members of the teaching faculty, and be submitted to the DIO. ^(Core)

GUIDANCE

As the Background and Intent outlines, programs must evaluate their performance and plan for improvement in the Annual Program Evaluation. Common Program Requirement 5.5. requires that each program must have a Program Evaluation Committee (PEC) appointed by the program director to advise the program director through program oversight and conduct and document the Annual Program Evaluation.

5.5.a. Composition of the PEC

The PEC must include at least two program faculty members, at least one of whom is a core faculty member, and at least one fellow. Members of the PEC should know the program well and be invested in program improvement and success. Fellow members are important because they “live and work” within the context of the program.

Accreditation Data System (ADS) screenshot: composition of the PEC

Programs must provide the membership of the PEC in ADS when submitting a new application during their Initial Accreditation period.



2. List the members of the Program Evaluation Committee

PEC responsibilities

The PEC has three key responsibilities as outlined in Common Program Requirements 5.5.b.-d.

1. review of the program’s goals and progress toward meeting them;
2. guiding ongoing program improvement, including development of new goals, based upon outcomes; and,
3. review of the current operating environment to identify strengths, challenges, opportunities, and threats related to the program’s mission and aims.

5.5.e. Data to be considered for the Annual Program Evaluation

This requirement outlines three key elements the PEC must consider for the Annual Program evaluation:

1. outcomes from prior Annual Program Evaluation(s);
2. aggregate fellow and faculty written evaluations of the program; and,
3. other relevant data.

The Background and Intent provides further specification as to other relevant data the PEC can consider:

- curriculum;
- ACGME letters of notification, including citations, Areas for Improvement, and comments;
- quality and safety of patient care;
- aggregate fellow and faculty well-being;
- recruitment and retention;
- engagement in quality improvement and patient safety;
- scholarly activity;

- ACGME Resident/Fellow and Faculty Survey results;
- aggregate fellow Milestones evaluations, and achievement on in-training examinations (where applicable), board pass and certification rates, and graduate performance; and,
- aggregate faculty evaluation and professional development.

This requirement permits flexibility to identify data and indicators that are feasible to measure and relevant to an individual program's aims. Some Sponsoring Institutions have standardized elements of Annual Program Evaluations and programs should consult with their designated institutional official (DIO).

5.5.g. Dissemination of the Annual Program Evaluation and submission to the DIO

While it is important that programs conduct and document an Annual Program Evaluation, this requirement emphasizes the need to review and discuss the Annual Program Evaluation with faculty members and fellows and also share it with the DIO. The Sponsoring Institution's DIO and Graduate Medical Education Committee (GMEC) are responsible for overseeing Annual Program Evaluations. The DIO and GMEC may expect programs to submit Annual Program Evaluation information in a specific format. The DIO should be contacted with any questions about how to submit an annual review and action plan.

COMMON PROGRAM REQUIREMENTS

5.5.h. The program must participate in a Self-Study and submit it to the DIO. (Core)

GUIDANCE

NOTE: Effective July 1, 2025, the program Self-Study requirement (Common Program Requirement 5.5.h.) is no longer monitored. Accreditation Field Representatives and Review Committees will not ask for or review any information related to this requirement.

COMMON PROGRAM REQUIREMENTS

Section 5: Evaluation

Board Certification

One goal of ACGME-accredited education is to educate physicians who seek and achieve board certification. One measure of the effectiveness of the educational program is the ultimate pass rate.

The program director should encourage all eligible program graduates to take the certifying examination offered by the applicable American Board of Medical Specialties (ABMS) member board or American Osteopathic Association (AOA) certifying board.

[If certification in the subspecialty is not offered by the ABMS and/or the AOA, 5.6. – 5.6.e. will be omitted.]

5.6. Board Certification

For subspecialties in which the ABMS member board and/or AOA certifying board offer(s) an annual written exam, in the preceding three years, the program's aggregate pass rate of those taking the examination for the first time must be higher than the bottom fifth percentile of programs in that subspecialty. ^(Outcome)

5.6.a. For subspecialties in which the ABMS member board and/or AOA certifying board offer(s) a biennial written exam, in the preceding six years, the program's aggregate pass rate of those taking the examination for the first time must be higher than the bottom fifth percentile of programs in that subspecialty. ^(Outcome)

5.6.b. For subspecialties in which the ABMS member board and/or AOA certifying board offer(s) an annual oral exam, in the preceding three years, the program's aggregate pass rate of those taking the examination for the first time must be higher than the bottom fifth percentile of programs in that subspecialty. ^(Outcome)

5.6.c. For subspecialties in which the ABMS member board and/or AOA certifying board offer(s) a biennial oral exam, in the preceding six years, the program's aggregate pass rate of those taking the examination for the first time must be higher than the bottom fifth percentile of programs in that subspecialty. ^(Outcome)

5.6.d. For each of the exams referenced in 5.6. – 5.6.c., any program whose graduates over the time period specified in the requirement have achieved an 80 percent pass rate will have met this requirement, no matter the percentile rank of the program for pass rate in that subspecialty. ^(Outcome)

5.6.e. Programs must report, in ADS, board certification status annually for the cohort of board-eligible fellows that graduated seven years earlier. ^(Core)

GUIDANCE

[If certification in the subspecialty is not offered by the ABMS and/or the AOA, 5.6.a.-e. will be omitted.]

It is important to note that for subspecialties where the American Board of Medical Specialties (ABMS) and/or American Osteopathic Association (AOA) do not offer board certification, the requirements in 5.6. will be omitted from the subspecialty-specific program requirements or adjusted according to the types of board certification offered.

Program aggregate board pass rate

Board pass rate is one outcome that can demonstrate how well a program prepares its graduates for independent practice. Review Committees consider variability from year to year in a program's board pass rate during program review (especially in small programs). While one fellow failing the board exam(s) in a small program may have a relatively larger negative impact on the pass rate, the opposite is also true; one fellow passing the board exam(s) in a small program will have a greater positive impact and may provide the opportunity for program improvement to occur more easily.

5.6. Annual written board examination pass rate

In subspecialties that offer an annual written board examination, the three-year rolling average for first-time takers passing the written board examination will be calculated for each program and ranked against other programs in the subspecialty. Those programs above the fifth percentile in that ranking will not be cited by the Review Committee for failure to meet the required standard for this program outcome measure.

5.6.a. Biennial written board examination pass rate

In subspecialties that offer a written board examination only on a biennial basis, the six-year rolling average for first-time takers passing the written board examination will be calculated for each program and ranked against other programs in the subspecialty. Those programs above the fifth percentile in that ranking will not be cited by the Review Committee for failure to meet the required standard for this program outcome measure.

5.6.b. Annual oral board examination pass rate

In subspecialties that offer an annual oral board examination, the three-year rolling average for first-time takers passing the oral board examination will be calculated for each program and ranked against other programs in the subspecialty. Those programs above the fifth percentile in that ranking will not be cited by the Review Committee for failure to meet the required standard for this program outcome measure.

5.6.c. Biennial oral board examination pass rate

In subspecialties that offer an oral board examination only on a biennial basis, the six-year rolling average for first-time takers passing the oral board examination will be calculated for each program and ranked against other programs in the subspecialty. Those programs above the fifth percentile in that ranking will not be cited by the Review Committee for failure to meet the required standard for this program outcome measure.

5.6.d. Percent pass rate

Only programs meeting *both* of the following conditions will receive a citation for this requirement:

1. the program must be in the lowest five percent of all programs in the subspecialty for board pass rate; and,
2. the program must have a board pass rate below 80 percent.

In other words, if there are 100 programs in a subspecialty, approximately five programs could receive that citation, but only if their individual board pass rate for graduates is below 80 percent.

The board pass rate for first-time takers will count those who pass in the numerator and those who are taking the exam for the first time in the denominator. Fellowship graduates who do not take the exam, or those who are taking it for the second time or more, do not count in the denominator. A fellow who delays taking the examination will be counted in the year that the fellow takes the exam.

The board pass rate for each program is reported to the ACGME directly from the ABMS member board and the AOA board in the subspecialty. No names or other individual identifiers are reported to the ACGME.

If board pass rates are an area of concern for a program, programs are strongly encouraged to provide the Review Committee with an update on their efforts to improve this metric in the Major Changes section of the Accreditation Data System (ADS) during the ADS Annual update. The following list identifies strategies which programs may use to investigate and address concerns related to board pass rates:

1. The program may evaluate its didactic curriculum to identify weaknesses and make efforts to improve.
2. The annual in-training examination results may be helpful in identifying content area(s) where fellow did not perform well. In addition, the in-training examination helps identify those fellows who are underperforming in comparison to their peers.
3. A structured certifying board examination review may be implemented, addressing content specifications of the subspecialty board.
4. Some fellows may benefit from a more structured plan outlined in an individualized learning plan (see Common Program Requirement 5.1.d.).
5. The Program Evaluation Committee should include board certification data and in-training examination performance as part of the Annual Program Evaluation. This review could determine whether program changes such as adjustments in the didactic curriculum and the establishment of conferences to address curricular weaknesses might be needed.

5.6.e. Ultimate board pass rate

The ultimate board pass rate of a program's graduates is an important program outcome in addition to the rolling average first-time pass rate noted in Common Program Requirement 5.6.a.-e. Neither should be considered in isolation. Note that most member boards of the ABMS and AOA certifying boards allow up to seven years for a candidate to achieve board certification.

While the most recent three-year rolling average board pass rate may best reflect the preparation of the most recent graduates, the ultimate certification rates likely reflect the ultimate goal of the program: to produce graduates who can practice independently and achieve board certification. This requirement is intended to allow the ACGME to gather data on this outcome and determine its best use. The Program Evaluation Committee may also find this information valuable in assessing the program aims and goals. A screenshot of the summary data the ACGME provides to programs on ultimate fellow board certification status can be found below.

ADS screenshots: fellow ultimate fellow board certification status

Overview Program Faculty Fellows Sites Surveys Milestones **Summary** Uploads Reports

Approximate Date of Next Site Visit: *No Information Currently Present*

Program Summary

[View Summary](#) [Print Summary PDF](#)

Ultimate Certification Status			
Certification Status for the 2015-2016 Graduates			
Medical School Type Name	Total Graduates	Ultimate Certification Achieved	
		N	%
Canadian Medical School	0	0	-
COCA Accredited College of Osteopathic Medicine	1	0	0%
Non-US Medical School	1	1	100%
Not Applicable	0	0	-
US Non-accredited Medical School	0	0	-
US-LCME Accredited Medical School	1	1	100%
Overall	3	2	67%
Number of Graduating Residents by Number of Distinct Certification Types			
Number of Distinct Certification Types		N	%
0		1	33%
1		2	67%
2		0	0%
3		0	0%
Distribution of Certification Types for 1-2 Distinct Certifications			
ABMS Only		2	
AOA Only		0	
Other Only		0	
ABMS/AOA		0	
ABMS/Other		0	
AOA/Other		0	

The requirement does not specify a minimum for the ultimate certification rate, and programs will not currently be cited based on the requirement unless they fail to confirm the data provided by the ABMS and AOA and populated in ADS for their fellows on a yearly basis. Programs cannot edit the graduate list, but they can edit the certification if incorrect, add a certification if it is not displayed, or confirm that the program was not accredited or there were no graduates for the specific reporting year. Data for the current reporting year can be edited as part of the Annual ADS Update or through the end of the academic year. Once the rollover to a new academic year occurs, the graduate data will be “View Only” and no edits can be made.

ADS screenshot: The screenshot below shows the fellow board certification data imported from the ABMS and AOA and which programs must verify during the ADS Annual Update.

Overview Program Faculty Fellows Sites Surveys Milestones Summary Uploads Reports

Add Fellow
View Roster
Scholarly Activity
Certification

< Back To Fellows

Fellow Certifications

Changes made after the initial confirmation of this page do not require re-confirmation.

Instructions

Below are individuals who were marked with a completed status on the resident roster in academic year 2015-2016 . Certification data was provided by the ABMS and AOA for these trainees and the data has been prepopulated if available. You may not make changes to the list of graduates, but you may view them under the Resident/Fellow Roster by selecting from academic year drop-down. For each graduate listed below, confirm the certification for only the specialty of this program.

- If their certification is unknown or no certification was issued, leave it blank.
- If their certification is incorrect, select "Edit" and provide a comment.
- If a certification (related to the program's specialty) is not displayed, select "Add" to manually add an AOA, ABMS or Other certification.

Please contact ads@acgme.org if a certification name is missing from the options.

If your program was not accredited seven years ago and/or there are no graduates listed below, click the 'Confirm' button to complete this step. By clicking the checkbox, you acknowledge that your program had no graduates in 2015-2016 .

Reporting Year :
2023-2024

Name	Certification	Board	Certificate Name	Comments	
	ABMS	Psychiatry & Neurology	Child & Adolescent Psychiatry		Add Edit
	ABMS	Psychiatry & Neurology	Child & Adolescent Psychiatry		Add Edit
					Add

Displaying 3 graduate record(s).

COMMON PROGRAM REQUIREMENTS

Section 6: The Learning and Working Environment

The Learning and Working Environment

Fellowship education must occur in the context of a learning and working environment that emphasizes the following principles:

- *Excellence in the safety and quality of care rendered to patients by fellows today*
- *Excellence in the safety and quality of care rendered to patients by today's fellows in their future practice*
- *Excellence in professionalism*
- *Appreciation for the privilege of providing care for patients*
- *Commitment to the well-being of the students, residents, fellows, faculty members, and all members of the health care team*

Culture of Safety

A culture of safety requires continuous identification of vulnerabilities and a willingness to transparently deal with them. An effective organization has formal mechanisms to assess the knowledge, skills, and attitudes of its personnel toward safety in order to identify areas for improvement.

- 6.1. The program, its faculty, residents, and fellows must actively participate in patient safety systems and contribute to a culture of safety. ^(Core)

Patient Safety Events

Reporting, investigation, and follow-up of safety events, near misses, and unsafe conditions are pivotal mechanisms for improving patient safety, and are essential for the success of any patient safety program. Feedback and experiential learning are essential to developing true competence in the ability to identify causes and institute sustainable systems-based changes to ameliorate patient safety vulnerabilities.

- 6.2. Residents, fellows, faculty members, and other clinical staff members must know their responsibilities in reporting patient safety events and unsafe conditions at the clinical site, including how to report such events. ^(Core)
- 6.2.a. Residents, fellows, faculty members, and other clinical staff members must be provided with summary information of their institution's patient safety reports. ^(Core)

- 6.3. Fellows must participate as team members in real and/or simulated interprofessional clinical patient safety and quality improvement activities, such as root cause analyses or other activities that include analysis, as well as formulation and implementation of actions. (Core)**

Quality Metrics

Access to data is essential to prioritizing activities for care improvement and evaluating success of improvement efforts.

- 6.4. Fellows and faculty members must receive data on quality metrics and benchmarks related to their patient populations. (Core)**

[The Review Committee may further specify]

GUIDANCE

A number of studies prove why it is so important to teach residents and fellows safe patient care and quality improvement. The examples provided below demonstrate that what residents and fellows learn during their education and training stays with them and affects their practice for many years to come: the 32-year-old fellow today has the potential to be practicing beyond 2058.

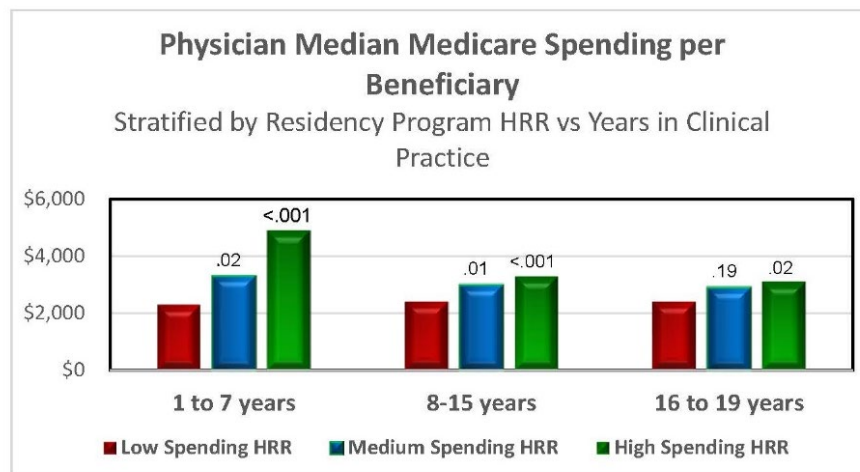
1. **Asch, David A., Sean Nicholson, Sindhu Srinivas, et al. 2009. “Evaluating Obstetrical Residency Programs Using Patient Outcomes.” *JAMA* 302(12): 1277.**

<https://doi.org/10.1001/jama.2009.1356>.

Asch et al. studied 4,906,169 deliveries by 4,124 physicians from 107 US obstetrics and gynecology residency programs. The programs were ranked based on FLEX, NBME Parts I, II, III, and USMLE Steps 1, 2, 3 scores. The study found that women treated by obstetricians in the bottom quintile of programs had one-third higher complication rates than those from the top quintile, and that the effect was durable through 15-17 years after residency.

2. **Chen, Candice, Stephen Petterson, Robert Phillips, Andrew Bazemore, and Fitzhugh Mullan. 2014. “Spending Patterns in Region of Residency Training and Subsequent Expenditures for Care Provided by Practicing Physicians for Medicare Beneficiaries.” *JAMA* 312(22): 2385.** <https://doi.org/10.1001/jama.2014.15973>.

Chen et al. evaluated spending patterns in regions of residency education and training and graduates' subsequent expenditures in practice based on multilevel, multivariable analysis of 2011 Medicare claims data from family medicine and internal medicine residents completing residency between 1992 and 2010. The Hospital Referral Regions (HRR) were classified based on expenditures as low-, average-, and high-spending. The table below documents that spending levels during residency were associated with the same pattern of expenditures for subsequent care provided by graduates.



3. **Sirovich, Brenda E., Rebecca S. Lipner, Mary Johnston, and Eric S. Holmboe. 2014. “The Association between Residency Training and Internists’ Ability to Practice Conservatively.” *JAMA Internal Medicine* 174(10): 1640.**

<https://doi.org/10.1001/jamainternmed.2014.3337>.

Sirovich et al. evaluated the association between residency education and training and internists' ability to practice conservatively following graduation, assessing the responses of 6,639 first-time takers of the American Board of Internal Medicine certifying exam (357 programs). They divided the management options according to Appropriately Conservative Management (ACM) and Appropriately Aggressive Management (AAM) subscales. They defined the correct response as the least or most aggressive management strategy, and found that regardless of overall medical knowledge, internists trained in HRRs with lower-intensity medical practice were more likely to recognize when conservative management was appropriate and, more importantly, were capable of choosing an aggressive approach when indicated.

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COMMON PROGRAM REQUIREMENTS

Section 6: The Learning and Working Environment

Supervision and Accountability

Although the attending physician is ultimately responsible for the care of the patient, every physician shares in the responsibility and accountability for their efforts in the provision of care. Effective programs, in partnership with their Sponsoring Institutions, define, widely communicate, and monitor a structured chain of responsibility and accountability as it relates to the supervision of all patient care.

Supervision in the setting of graduate medical education provides safe and effective care to patients; ensures each fellow's development of the skills, knowledge, and attitudes required to enter the unsupervised practice of medicine; and establishes a foundation for continued professional growth.

- 6.5. Fellows and faculty members must inform each patient of their respective roles in that patient's care when providing direct patient care. This information must be available to fellows, faculty members, other members of the health care team, and patients. ^(Core)

Background and Intent: Each patient will have an identifiable and appropriately credentialed and privileged attending physician (or licensed independent practitioner as specified by the applicable Review Committee) who is responsible and accountable for the patient's care.

- 6.6. The program must demonstrate that the appropriate level of supervision in place for all fellows is based on each fellow's level of training and ability, as well as patient complexity and acuity. Supervision may be exercised through a variety of methods, as appropriate to the situation. ^(Core)

[The Review Committee may specify which activities require different levels of supervision.]

Background and Intent: Appropriate supervision is essential for patient safety and high-quality teaching. Supervision is also contextual. There is tremendous diversity of fellow-patient interactions, training locations, and fellow skills and abilities, even at the same level of the educational program. The degree of supervision is expected to evolve progressively as a fellow gains more experience, even with the same patient condition or procedure. The level of supervision for each fellow is commensurate with that fellow's level of independence in practice; this level of supervision may be enhanced based on factors such as patient safety, complexity, acuity, urgency, risk of serious safety events, or other pertinent variables.

Levels of Supervision

To promote appropriate fellow supervision while providing for graded authority and responsibility, the program must use the following classification of supervision.

6.7. Direct Supervision

The supervising physician is physically present with the fellow during the key portions of the patient interaction.

[The Review Committee may further specify]

The supervising physician and/or patient is not physically present with the fellow and the supervising physician is concurrently monitoring the patient care through appropriate telecommunication technology.

[The Review Committee may choose to eliminate this piece of the definition; The Review Committee may further specify]

Indirect Supervision

The supervising physician is not providing physical or concurrent visual or audio supervision but is immediately available to the fellow for guidance and is available to provide appropriate direct supervision.

Oversight

The supervising physician is available to provide review of procedures/encounters with feedback provided after care is delivered.

- 6.8. The program must define when physical presence of a supervising physician is required. ^(Core)
- 6.9. The privilege of progressive authority and responsibility, conditional independence, and a supervisory role in patient care delegated to each fellow must be assigned by the program director and faculty members. ^(Core)
 - 6.9.a. The program director must evaluate each fellow's abilities based on specific criteria, guided by the Milestones. ^(Core)
 - 6.9.b. Faculty members functioning as supervising physicians must delegate portions of care to fellows based on the needs of the patient and the skills of each fellow. ^(Core)
 - 6.9.c. Fellows should serve in a supervisory role to junior fellows and residents in recognition of their progress toward independence, based on the needs of each patient and the skills of the individual resident or fellow. ^(Detail)
- 6.10. Programs must set guidelines for circumstances and events in which fellows must communicate with the supervising faculty member(s). ^(Core)

- 6.10.a. Each fellow must know the limits of their scope of authority, and the circumstances under which the fellow is permitted to act with conditional independence. (Outcome)**

Background and Intent: The ACGME Glossary of Terms defines conditional independence as: Graded, progressive responsibility for patient care with defined oversight.

- 6.11. Faculty supervision assignments must be of sufficient duration to assess the knowledge and skills of each fellow and to delegate to the fellow the appropriate level of patient care authority and responsibility. ^(Core)**

GUIDANCE

Common Program Requirements 6.5.-6.6. are closely linked with Common Program Requirement 4.2.c., which addresses fellow responsibilities and graded supervision.

The responsibilities and supervision of the fellows must be clearly delineated. As stated in the background and intent associated with 6.5., “each patient must have an identifiable and appropriately credentialed and privileged attending physician (or licensed independent practitioner as specified by the applicable Review Committee) who is responsible and accountable for the patient’s care.”

As stated in Common Program Requirement 6.6., the program must demonstrate that the level of supervision in place for each fellow is based on the individual fellow’s level of education and ability, as well as patient complexity and acuity. Progressive authority and conditional independence are a privilege and must be assigned by the program director and faculty members. The Clinical Competency Committee (CCC) is key in helping the program director assign progressive authority based on criteria established by the program and through Milestones assessments. In addition, during each rotation, supervising faculty members can help assess the skills of each fellow.

Supervision may be exercised through a variety of methods. For many aspects of patient care, the supervising physician may be a more advanced fellow. Other portions of care provided by the fellow can be adequately supervised by the immediate availability of the supervising faculty member or more senior fellow, either on site or by means of telephonic and/or electronic modalities. Some activities require the physical presence of the supervising faculty member. In some circumstances, supervision may include post-hoc review of fellow-delivered care.

Telemedicine provides an additional method of supervision. Various models of telemedicine such as tele-stroke, tele-psychiatry, tele-dermatology, and tele-ophthalmology have increased in recent years. The use of telemedicine is increasingly adopted by institutions because of added patient satisfaction, ability to provide care and follow-up in remote areas, significant cost reduction, and in response to pandemic conditions, as was seen during the COVID-19 pandemic. Recognizing this trend and in this context, Review Committees have the option to allow use of telesupervision and may also choose to further specify aspects of such use.

Distinct levels of supervision detailed in Common Program Requirements on Supervision and Accountability include Direct, Indirect, and Oversight. While supervision is critical to a fellow’s professional development, there is also such a thing as “over-supervision,” which occurs when more advanced fellows, though deemed capable, are not allowed to make independent decisions and provide autonomous care. This is detrimental to the development of the skills, knowledge, and attitudes required to enter the unsupervised practice of medicine.

An additional dimension to supervision is continuity in faculty assignments. Because of multiple constraints, faculty members are increasingly adopting shorter assignments. One-week faculty rotations are common, with some even taking assignments that last only two or three days. Such brief supervision assignments provide insufficient time for faculty members to get to know fellows to determine their knowledge and skills, and therefore should be avoided, if possible. Bernabeo et al. (2011) have demonstrated that short faculty supervision assignments are, indeed, detrimental to patient care.

At present, the ACGME monitors compliance with requirements 6.5.-6.11. in various ways, including:

- questions answered by program leadership as part of an application or during the Accreditation Data System (ADS) Annual Update;
- questions answered by fellows and faculty members as part of the annual Resident/Fellow and Faculty Surveys; and,
- questions asked by Accreditation Field Staff during site visits of the program at various stages of accreditation.

Reference

Bernabeo, Elizabeth C., Matthew C. Holtman, Shiphra Ginsburg, Julie R. Rosenbaum, and Eric S. Holmboe. 2011. "Lost in Transition: The Experience and Impact of Frequent Changes in the Inpatient Learning Environment." *Academic Medicine* 86(5): 591–98. <https://doi.org/10.1097/acm.0b013e318212c2c9>.

ADS screenshots: ADS questions regarding back-up systems for applications and programs at all accreditation statuses

Clinical Experience and Educational Work, Patient Safety and Learning Environment [View Previous Years](#) [Save](#)

1. During regular daytime hours, indicate the program's back-up system(s) to ensure safe patient care when a resident/fellow is in a situation where the clinical care needs exceed their abilities.
Check up to 3 answers.

- Faculty members are on site and can immediately respond
- Faculty members are available by phone and can come in if needed
- Residents/fellows senior to the resident/fellow are on site and can immediately respond
- Residents/fellows senior to the resident/fellow are available by phone and can come in if needed
- Advanced practice providers are on site and can immediately respond
- Advanced practice providers are available by phone and can come in if needed
- No back-up system
- Other

(specify below)

2. During nights and weekends, indicate the program's back-up system(s) to ensure safe patient care when a resident/fellow is in a situation where the clinical care needs exceed their abilities.
Check up to 3 answers.

- Faculty members are on site and can immediately respond
- Faculty members are available by phone and can come in if needed
- Residents/fellows senior to the resident/fellow are on site and can immediately respond
- Residents/fellows senior to the resident/fellow are available by phone and can come in if needed
- Advanced practice providers are on site and can immediately respond
- Advanced practice providers are available by phone and can come in if needed
- No back-up system
- Other

(specify below)

The Resident/Fellow and Faculty Surveys include several questions that address the requirements in section 6.5.-6.11. The ACGME has prepared two documents, a "Resident/Fellow Survey-Common Program Requirements Crosswalk" and a "Faculty Survey-Common Program Requirements Crosswalk" to provide additional information for program on the key areas addressed by the survey questions and how they map to the ACGME Common Program Requirements. These documents can be found in the Documents and Resources

section of any of the specialty pages: <https://www.acgme.org/specialties/emergency-medicine/documents-and-resources/>.

COMMON PROGRAM REQUIREMENTS

Section 6: The Learning and Working Environment

6.12. Professionalism

Programs, in partnership with their Sponsoring Institutions, must educate fellows and faculty members concerning the professional and ethical responsibilities of physicians, including but not limited to their obligation to be appropriately rested and fit to provide the care required by their patients. ^(Core)

Background and Intent: This requirement emphasizes the professional responsibility of fellows and faculty members to arrive for work adequately rested and ready to care for patients. It is also the responsibility of fellows, faculty members, and other members of the care team to be observant, to intervene, and/or to escalate their concern about fellow and faculty member fitness for work, depending on the situation, and in accordance with institutional policies. This includes recognition of impairment, including from illness, fatigue, and substance use, in themselves, their peers, and other members of the health care team, and the recognition that under certain circumstances, the best interests of the patient may be served by transitioning that patient's care to another qualified and rested practitioner.

6.12.a. The learning objectives of the program must be accomplished without excessive reliance on fellows to fulfill non-physician obligations. ^(Core)

Background and Intent: Routine reliance on fellows to fulfill non-physician obligations increases work compression for fellows and does not provide an optimal educational experience. Non-physician obligations are those duties which in most institutions are performed by nursing and allied health professionals, transport services, or clerical staff. Examples of such obligations include transport of patients from the wards or units for procedures elsewhere in the hospital; routine blood drawing for laboratory tests; routine monitoring of patients when off the ward; and clerical duties, such as scheduling. While it is understood that fellows may be expected to do any of these things on occasion when the need arises, these activities should not be performed by fellows routinely and must be kept to a minimum to optimize fellow education.

6.12.b. The learning objectives of the program must ensure manageable patient care responsibilities. ^(Core)

[The Review Committee may further specify]

Background and Intent: The Common Program Requirements do not define “manageable patient care responsibilities” as this is variable by specialty/subspecialty and PGY level. Review Committees will provide further detail regarding patient care responsibilities in the applicable specialty- and subspecialty-specific Program Requirements and accompanying FAQs. However, all programs, regardless of specialty/subspecialty, should carefully assess how the assignment of patient care responsibilities can affect work compression.

- 6.12.c. The learning objectives of the program must include efforts to enhance the meaning that each fellow finds in the experience of being a physician, including protecting time with patients, providing administrative support, promoting progressive independence and flexibility, and enhancing professional relationships. ^(Core)**
- 6.12.d. The program director, in partnership with the Sponsoring Institution, must provide a culture of professionalism that supports patient safety and personal responsibility. ^(Core)**

Background and Intent: The accurate reporting of clinical and educational work hours, patient outcomes, and clinical experience data are the responsibility of the program leadership, fellows, and faculty.

- 6.12.e. Fellows and faculty members must demonstrate an understanding of their personal role in the safety and welfare of patients entrusted to their care, including the ability to report unsafe conditions and safety events. ^(Core)**
- 6.12.f. Programs, in partnership with their Sponsoring Institutions, must provide a professional, respectful, and civil environment that is psychologically safe and that is free from discrimination, sexual and other forms of harassment, mistreatment, abuse, or coercion of students, fellows, faculty, and staff. ^(Core)**

Background and Intent: Psychological safety is defined as an environment of trust and respect that allows individuals to feel able to ask for help, admit mistakes, raise concerns, suggest ideas, and challenge ways of working and the ideas of others on the team, including the ideas of those in authority, without fear of humiliation, and the knowledge that mistakes will be handled justly and fairly.

The ACGME is unable to adjudicate disputes between individuals, including residents, faculty members, and staff members. However, information that suggests a pattern of behavior that violates the requirement above will trigger a careful review and, if deemed appropriate, action by the Review Committee and/or ACGME, in accordance with ACGME Policies and Procedures.

6.12.g. Programs, in partnership with their Sponsoring Institutions, should have a process for education of fellows and faculty regarding unprofessional behavior and a confidential process for reporting, investigating, and addressing such concerns. (Core)

GUIDANCE

The Common Program Requirements in 6.12. are central to the mission of every fellowship program, to instill in fellows an understanding of and ability to meet the professional and ethical responsibilities inherent in being a physician. In addition to elements described in Section 2 of the Common Program Requirements regarding the responsibility of the program director as a model of professionalism and Section 4 regarding the educational program and the Core Competencies, professionalism as detailed in Section 6 addresses other components of the program's obligation with regard to how expectations for demonstrating professionalism must be addressed.

6.12. Programs, in partnership with their Sponsoring Institutions, must educate fellows and faculty members concerning the professional and ethical responsibilities of physicians, including but not limited to their obligation to be appropriately rested and fit to provide the care required by their patients.

The Background and Intent associated with this requirement provides additional context for this requirement. "This requirement emphasizes the professional responsibility of fellows and faculty members to arrive for work adequately rested and ready to care for patients. It is also the responsibility of fellows, faculty members, and other members of the care team to be observant, to intervene, and/or to escalate their concern about fellow and faculty member fitness for work, depending on the situation, and in accordance with institutional policies. This includes recognition of impairment, including from illness, fatigue, and substance use, in themselves, their peers, and other members of the health care team, and the recognition that under certain circumstances, the best interests of the patient may be served by transitioning that patient's care to another qualified and rested practitioner."

6.12.a. The learning objectives of the program must be accomplished without excessive reliance on fellows to fulfill non-physician obligations.

The Background and Intent associated with this requirement provides further context and examples of non-physician obligations. "Routine reliance on fellows to fulfill non-physician obligations increases work compression for fellows and does not provide an optimal educational experience. Non-physician obligations are those duties which in most institutions are performed by nursing and allied health professionals, transport services, or clerical staff. Examples of such obligations include transport of patients from the wards or units for procedures elsewhere in the hospital; routine blood drawing for laboratory tests; routine monitoring of patients when off the ward; and clerical duties, such as scheduling. While it is understood that fellows may be expected to do any of these things on occasion when the need arises, these activities should not be performed by fellows routinely and must be kept to a minimum to optimize fellow education."

6.12.b. The learning objectives of the program must ensure manageable patient care responsibilities.

The Background and Intent associated with this requirement acknowledges that "The Common Program Requirements do not define 'manageable patient care responsibilities' as this is variable by specialty/subspecialty and PGY level. Review Committees will provide further detail regarding patient care responsibilities in the applicable specialty- and subspecialty-specific Program Requirements and accompanying FAQs. However, all programs, regardless of specialty/subspecialty, should carefully assess how the assignment of patient care responsibilities can affect work compression."

For specific requirements pertaining to patient number caps and other patient care responsibilities, refer to the subspecialty-specific Program Requirements, which can be accessed from the applicable specialty section of the ACGME website: <https://www.acgme.org/specialties>.

6.12.c. The learning objectives of the program must include efforts to enhance the meaning that each fellow finds in the experience of being a physician, including protecting time with patients, providing administrative support, promoting progressive independence and flexibility, and enhancing professional relationships.

6.12.d. The program director, in partnership with the Sponsoring Institution, must provide a culture of professionalism that supports patient safety and personal responsibility.

This requirement is closely linked to the professionalism competencies in Common Program Requirement 4.3.

Professionalism includes an understanding of one's *personal* role in the management of patients as relates to the safety and welfare of patients entrusted to the physician's care. This encompasses the ability to report unsafe conditions and adverse events. Physicians must also take responsibility to ensure they are fit for work. This requirement emphasizes the professional responsibility of faculty members and fellows to arrive for work adequately rested and ready to care for patients. It is also the responsibility of faculty members, fellows, and other members of the care team to be observant, to intervene, and/or to escalate their concern about other fellows' or faculty members' fitness for work, depending on the situation, and in accordance with institutional policies. These responsibilities include:

- management of time before, during, and after clinical assignments;
- recognition of impairment (illness, fatigue, substance use) in themselves, their peers, and other members of the health care team;
- commitment to lifelong learning;
- monitoring patient care performance; and,
- accurate reporting of clinical and educational work hours, patient outcomes, and clinical experience data.

Accreditation Data System (ADS) screenshots: ADS Common Program Requirements questions

NOTE: Some of the questions only apply to applications while others apply to programs at all accreditation statuses

4. Indicate which methods the program will use to ensure that hand-over processes facilitate both continuity of care and patient safety?
Check all that apply.

- Hand-off form (a stand alone form or part of an electronic health record system)
- Hand-off tutorial (web-based or self-directed)
- Scheduled face-to-face handoff meetings
- Direct (in person) faculty supervision of hand-off
- Indirect (via phone or electronic means) faculty supervision of hand-off
- Senior resident/fellow supervision of junior residents/fellows
- Hand-off education program (lecture-based)
- Other

(specify below)

5. Indicate the ways your program will educate residents/fellows and faculty members to recognize the signs of fatigue and sleep deprivation, alertness management and fatigue mitigation processes.

Check all that apply.

- Lecture
- Computer-based learning modules
- Small group seminars or discussion
- Simulated patient encounters
- One-on-one clinical experiences with faculty members
- Other

(specify below)

6. On average, will residents/fellows have one full day out of seven free from educational and clinical responsibilities?

- Yes No

7. On the most demanding rotation, including in other departments, what will be the frequency of in house call?

If residents/fellows at different levels will be given different frequencies of in-house call, select the most frequent schedule.

- Every second night
- Every third night
- Every fourth night
- No in-house call - Not applicable
- Other

(specify below)

8. As program director, I attest that resident/fellow rotations will be scheduled to meet clinical and education the work week limit of 80 hours.

- Yes No

6.12.e. Fellows and faculty members must demonstrate an understanding of their personal role in the safety and welfare of patients entrusted to their care, including the ability to report unsafe conditions and safety events.

Education alone on the role of fellows and faculty members in providing safe patient care is not sufficient. This requirement emphasizes that fellows must also demonstrate an understanding of their role in the safety and welfare of patients and reporting unsafe conditions and safety events.

6.12.f. Programs, in partnership with their Sponsoring Institutions, must provide a professional, respectful, and civil environment that is psychologically safe and free from discrimination, sexual and other forms of harassment, mistreatment, abuse, or coercion of students, fellows, faculty, and staff.

6.12.g. Programs, in partnership with their Sponsoring Institutions, should have a process for education of fellows and faculty regarding unprofessional behavior

and a confidential process for reporting, investigating, and addressing such concerns.

A professional, respectful, and civil environment that is psychologically safe and free from discrimination, sexual and other forms of harassment, mistreatment, abuse, or coercion of students, fellows, faculty members, and staff members is essential to fostering an effective learning environment for all. Professionalism refers to the way in which individuals are handled in a professional manner within and outside the learning environment. This implies that the standards, practices, and motivations of the profession are used to fulfill the social contract between medicine and society. It further implies that elements of evaluation are evidence-based and fairly administered and includes the ability to recognize and not penalize differences as lack of professionalism.

ADS screenshot: ADS Common Program Requirement question for applications and the ADS Annual Update for programs with Initial Accreditation

Describe the process for residents/fellows to report problems and concerns at the program and sponsoring institution levels. The answer must include how the process ensures resident/fellow confidentiality, minimizes fear, investigates concerns, and, when appropriate, addresses such concerns.

The Milestones

Online resources related to the Milestones and assessment of professionalism can be found at <https://www.acgme.org/milestones/resources/>.

COMMON PROGRAM REQUIREMENTS

Section 6: The Learning and Working Environment

Well-Being

Psychological, emotional, and physical well-being are critical in the development of the competent, caring, and resilient physician and require proactive attention to life inside and outside of medicine. Well-being requires that physicians retain the joy in medicine while managing their own real-life stresses. Self-care and responsibility to support other members of the health care team are important components of professionalism; they are also skills that must be modeled, learned, and nurtured in the context of other aspects of fellowship training.

Fellows and faculty members are at risk for burnout and depression. Programs, in partnership with their Sponsoring Institutions, have the same responsibility to address well-being as other aspects of resident competence. Physicians and all members of the health care team share responsibility for the well-being of each other. A positive culture in a clinical learning environment models constructive behaviors, and prepares fellows with the skills and attitudes needed to thrive throughout their careers.

6.13. The responsibility of the program, in partnership with the Sponsoring Institution, must include:

- 6.13.a. attention to scheduling, work intensity, and work compression that impacts fellow well-being; ^(Core)
- 6.13.b. evaluating workplace safety data and addressing the safety of fellows and faculty members; ^(Core)

Background and Intent: This requirement emphasizes the responsibility shared by the Sponsoring Institution and its programs to gather information and utilize systems that monitor and enhance fellow and faculty member safety, including physical safety. Issues to be addressed include, but are not limited to, monitoring of workplace injuries, physical or emotional violence, vehicle collisions, and emotional well-being after safety events.

- 6.13.c. policies and programs that encourage optimal fellow and faculty member well-being; and, ^(Core)

Background and Intent: Well-being includes having time away from work to engage with family and friends, as well as to attend to personal needs and to one's own health, including adequate rest, healthy diet, and regular exercise. The intent of this requirement is to ensure that fellows have the opportunity to access medical and dental care, including mental health care, at times that are appropriate to their individual circumstances. Fellows must be provided with time away from the program as needed to access care, including appointments scheduled during their working hours.

6.13.c.1. Fellows must be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours. ^(Core)

6.13.d. education of fellows and faculty members in:

6.13.d.1. identification of the symptoms of burnout, depression, and substance use disorders, suicidal ideation, or potential for violence, including means to assist those who experience these conditions; ^(Core)

6.13.d.2. recognition of these symptoms in themselves and how to seek appropriate care; and, ^(Core)

6.13.d.3. access to appropriate tools for self-screening. ^(Core)

Background and Intent: Programs and Sponsoring Institutions are encouraged to review materials in order to create systems for identification of burnout, depression, and substance use disorder. Materials and more information are available in Learn at ACGME (<https://dl.acgme.org/pages/well-being-tools-resources>).

Individuals experiencing burnout, depression, a substance use disorder, and/or suicidal ideation are often reluctant to reach out for help due to the stigma associated with these conditions and may be concerned that seeking help may have a negative impact on their career. Recognizing that physicians are at increased risk in these areas, it is essential that fellows and faculty members are able to report their concerns when another fellow or faculty member displays signs of any of these conditions, so that the program director or other designated personnel, such as the department chair, may assess the situation and intervene as necessary to facilitate access to appropriate care. Fellows and faculty members must know which personnel, in addition to the program director, have been designated with this responsibility; those personnel and the program director should be familiar with the institution's impaired physician policy and any employee health, employee assistance, and/or wellness/well-being programs within the institution. In cases of physician impairment, the program director or designated personnel should follow the policies of their institution for reporting.

6.13.e. providing access to confidential, affordable mental health assessment, counseling, and treatment, including access to urgent and emergent care 24 hours a day, seven days a week. ^(Core)

Background and Intent: The intent of this requirement is to ensure that fellows have immediate access at all times to a mental health professional (psychiatrist, psychologist, Licensed Clinical Social Worker, Primary Mental Health Nurse Practitioner, or Licensed Professional Counselor) for urgent or emergent mental health issues. Inperson, telemedicine, or telephonic means may be utilized to satisfy this requirement. Care in the Emergency Department may be necessary in some cases, but not as the primary or sole means to meet the requirement. The reference to affordable counseling is intended to require that financial cost not be a barrier to obtaining care.

- 6.14. There are circumstances in which fellows may be unable to attend work, including but not limited to fatigue, illness, family emergencies, and medical, parental, or caregiver leave. Each program must allow an appropriate length of absence for fellows unable to perform their patient care responsibilities. ^(Core)
- 6.14.a. The program must have policies and procedures in place to ensure coverage of patient care and ensure continuity of patient care. ^(Core)
- 6.14.b. These policies must be implemented without fear of negative consequences for the fellow who is or was unable to provide the clinical work. ^(Core)

Background and Intent: Fellows may need to extend their length of training depending on length of absence and specialty board eligibility requirements. Teammates should assist colleagues in need and fairly reintegrate them upon return.

GUIDANCE

At present, the ACGME monitors compliance with the Common Program Requirements in the well-being section in various ways, including:

- questions answered by program leadership as part of an application or during the Accreditation Data System (ADS) Annual Update;
- questions answered by fellows and faculty members as part of the annual Resident/Fellow and Faculty Surveys;
- questions asked by Accreditation Field Staff during site visits of the program at various stages of accreditation; and,
- documentation provided as part of an application or during Initial Accreditation.

ADS screenshots: ADS Annual Update Common Program Requirements questions

Do residents/fellows have access to:

Appropriate tools for self-screening of well-being?

No

Yes

Confidential, affordable mental health assessment, counseling, and treatment, including access to urgent and emergent care 24 hours a day, seven days a week?

No

Yes

The Resident/Fellow and Faculty Surveys include several questions that address the requirements in the section on Well-being. The ACGME has prepared two documents, a “Resident/Fellow Requirements Crosswalk” and a “Faculty Survey-Common Program Requirements Crosswalk,” to provide additional information for programs on the key areas addressed by the survey questions and how they map to the ACGME Common Program Requirements. These documents can be found at <https://www.acgme.org/specialties/emergency-medicine/documents-and-resources/>.

COMMON PROGRAM REQUIREMENTS

Section 6: The Learning and Working Environment

6.15. Fatigue Mitigation

Programs must educate all fellows and faculty members in recognition of the signs of fatigue and sleep deprivation, alertness management, and fatigue mitigation processes. (Detail)

Background and Intent: Providing medical care to patients is physically and mentally demanding. Night shifts, even for those who have had enough rest, cause fatigue. Experiencing fatigue in a supervised environment during training prepares fellows for managing fatigue in practice. It is expected that programs adopt fatigue mitigation processes and ensure that there are no negative consequences and/or stigma for using fatigue mitigation strategies.

Strategies that may be used include, but are not limited to, strategic napping; the judicious use of caffeine; availability of other caregivers; time management to maximize sleep off-duty; learning to recognize the signs of fatigue, and self-monitoring performance and/or asking others to monitor performance; remaining active to promote alertness; maintaining a healthy diet; using relaxation techniques to fall asleep; maintaining a consistent sleep routine; exercising regularly; increasing sleep time before and after call; and ensuring sufficient sleep recovery periods.

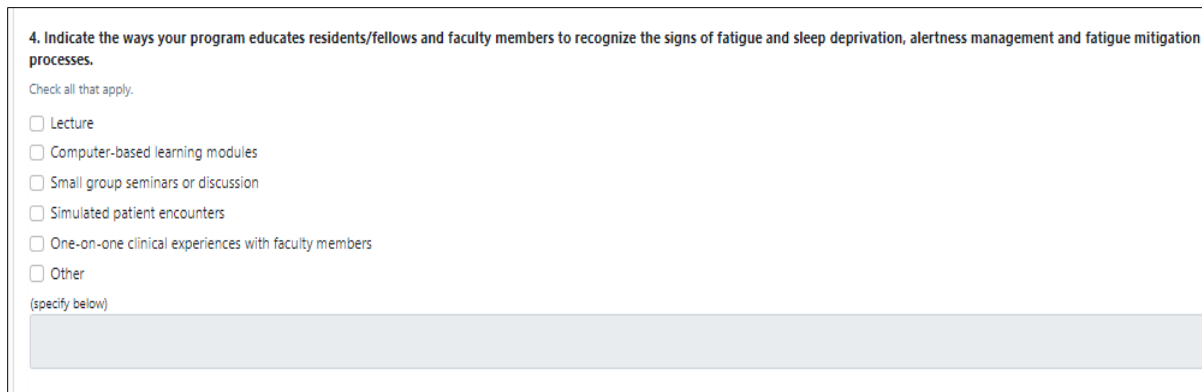
6.16. The program, in partnership with its Sponsoring Institution, must ensure adequate sleep facilities and safe transportation options for fellows who may be too fatigued to safely return home. (Core)

GUIDANCE

At present, the ACGME monitors compliance with the Common Program Requirements in section 6.15. in various ways, including:

- questions answered by program leadership as part of an application or during the Accreditation Data System (ADS) Annual Update;
- questions answered by fellows and faculty members answer as part of the annual Resident/Fellow and Faculty Surveys; and,
- questions asked by Accreditation Field Staff during site visits of the program at various stages of accreditation.

ADS screenshots: ADS questions related to fatigue mitigation



4. Indicate the ways your program educates residents/fellows and faculty members to recognize the signs of fatigue and sleep deprivation, alertness management and fatigue mitigation processes.

Check all that apply.

- Lecture
- Computer-based learning modules
- Small group seminars or discussion
- Simulated patient encounters
- One-on-one clinical experiences with faculty members
- Other

(specify below)

[Empty text box for specifying other methods]

The Resident/Fellow and Faculty Surveys include several questions that address the requirements in section 6.15. The ACGME has prepared two documents, a “Resident/Fellow Survey-Common Program Requirements Crosswalk” and a “Faculty Survey-Common Program Requirements Crosswalk” to provide additional information for programs on the key areas addressed by the survey questions and how they map to the ACGME Common Program Requirements. These documents can be found at <https://www.acgme.org/specialties/emergency-medicine/documents-and-resources/>.

Additional Resources

- Fatigue mitigation: <https://sites.duke.edu/thelifecurriculum/2014/05/08/the-life-curriculum/>
- Well-being: https://gmewellness.upmc.com/?_ga=2.214765521.794333632.1657210383-1973063117.1654787161

COMMON PROGRAM REQUIREMENTS

Section 6: The Learning and Working Environment

6.17. Clinical Responsibilities

The clinical responsibilities for each fellow must be based on PGY level, patient safety, fellow ability, severity and complexity of patient illness/condition, and available support services. ^(Core)

[Optimal clinical workload may be further specified by each Review Committee]

Background and Intent: The changing clinical care environment of medicine has meant that work compression due to high complexity has increased stress on fellows. Faculty members and program directors need to make sure fellows function in an environment that has safe patient care and a sense of fellow well-being. It is an essential responsibility of the program director to monitor fellow workload. Workload should be distributed among the fellow team and interdisciplinary teams to minimize work compression.

6.18. Teamwork

Fellows must care for patients in an environment that maximizes communication and promotes safe, interprofessional, team-based care in the subspecialty and larger health system. ^(Core)

[The Review Committee may further specify]

Background and Intent: Effective programs will have a structure that promotes safe, interprofessional, team-based care. Optimal patient safety occurs in the setting of a coordinated interprofessional learning and working environment.

6.19. Transitions of Care

Programs must design clinical assignments to optimize transitions in patient care, including their safety, frequency, and structure. ^(Core)

6.19.a. Programs, in partnership with their Sponsoring Institutions, must ensure and monitor effective, structured hand-off processes to facilitate both continuity of care and patient safety. ^(Core)

6.19.b. Programs must ensure that fellows are competent in communicating with team members in the hand-off process. ^(Outcome)

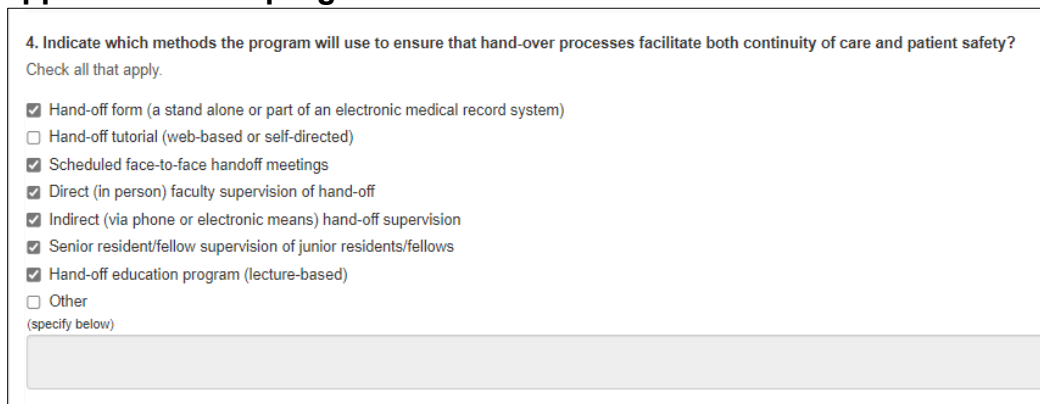
GUIDANCE

Common Program Requirements 6.17.-6.19., Clinical Responsibilities, Teamwork, and Transitions of Care, focus on team-based care and transitions of care.

At present, the ACGME monitors compliance with the requirements in section 6.17.-6.19. in various ways, including:

- questions answered by program leadership as part of an application or during the Accreditation Data System (ADS) Annual Update;
- questions answered by fellows and faculty members as part of the annual Resident/Fellow and Faculty Surveys; and,
- questions asked by Accreditation Field Staff during site visits of the program at various stages of accreditation.

ADS screenshot: ADS Annual Update question regarding hand-off for applications and programs with Initial Accreditation



4. Indicate which methods the program will use to ensure that hand-over processes facilitate both continuity of care and patient safety?
Check all that apply.

- Hand-off form (a stand alone or part of an electronic medical record system)
- Hand-off tutorial (web-based or self-directed)
- Scheduled face-to-face handoff meetings
- Direct (in person) faculty supervision of hand-off
- Indirect (via phone or electronic means) hand-off supervision
- Senior resident/fellow supervision of junior residents/fellows
- Hand-off education program (lecture-based)
- Other
(specify below)

The Resident/Fellow and Faculty Surveys include several questions that address the requirements in section 6.17.-6.19. The ACGME has prepared two documents, a “Resident/Fellow Survey-Common Program Requirements Crosswalk” and a “Faculty Survey-Common Program Requirements Crosswalk,” to provide additional information for programs on the key areas addressed by the survey questions and how they map to the ACGME Common Program Requirements. These documents can be found at <https://www.acgme.org/specialties/emergency-medicine/documents-and-resources/>.

Resources

Inadequate hand-offs can result in a real potential for patient harm, from minor to severe. There are numerous efforts across specialties, institutions, and regulatory organizations to improve hand-offs. The following links provide examples and information related to hand-offs:

1. Agency for Healthcare Research and Quality: <https://psnet.ahrq.gov/primer/handoffs>
2. The American College of Obstetricians and Gynecologists provided a committee opinion on communication strategies for patient hand-offs: <https://www.acog.org/clinical/clinical-guidance/committee-opinion/articles/2012/02/communication-strategies-for-patient-handoffs>
3. Standardization of Inpatient Handoff Communication – from the American Academy of Pediatrics Committee on Hospital Care: <https://doi.org/10.1542/peds.2016-2681>

COMMON PROGRAM REQUIREMENTS

Section 6: The Learning and Working Environment

Clinical Experience and Education

Programs, in partnership with their Sponsoring Institutions, must design an effective program structure that is configured to provide fellows with educational and clinical experience opportunities, as well as reasonable opportunities for rest and personal activities.

Background and Intent: The terms “clinical experience and education,” “clinical and educational work,” and “clinical and educational work hours” replace the terms “duty hours,” “duty periods,” and “duty.” These terms are used in response to concerns that the previous use of the term “duty” in reference to number of hours worked may have led some to conclude that fellows’ duty to “clock out” on time superseded their duty to their patients.

6.20. Maximum Hours of Clinical and Educational Work per Week

Clinical and educational work hours must be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities, clinical work done from home, and all moonlighting. (Core)

Background and Intent: Programs and fellows have a shared responsibility to ensure that the 80-hour maximum weekly limit is not exceeded. While the requirement has been written with the intent of allowing fellows to remain beyond their scheduled work periods to care for a patient or participate in an educational activity, these additional hours must be accounted for in the allocated 80 hours when averaged over four weeks.

Work from Home

While the requirement specifies that clinical work done from home must be counted toward the 80-hour maximum weekly limit, the expectation remains that scheduling be structured so that fellows are able to complete most work on site during scheduled clinical work hours without requiring them to take work home. The requirements acknowledge the changing landscape of medicine, including electronic health records, and the resulting increase in the amount of work fellows choose to do from home. The requirement provides flexibility for fellows to do this while ensuring that the time spent by fellows completing clinical work from home is accomplished within the 80-hour weekly maximum. Types of work from home that must be counted include using an electronic health record and taking calls from home. Reading done in preparation for the following day’s cases, studying, and research done from home do not count toward the 80 hours. Fellow decisions to leave the hospital before their clinical work has been completed and to finish that work later from home should be made in consultation with the fellow’s supervisor. In such circumstances, fellows should be mindful of their professional responsibility to complete work in a timely manner and to maintain patient confidentiality.

Fellows are to track the time they spend on clinical work from home and to report that time to the program. Decisions regarding whether to report infrequent phone calls of

very short duration will be left to the individual fellow. Programs will need to factor in time fellows are spending on clinical work at home when schedules are developed to ensure that fellows are not working in excess of 80 hours per week, averaged over four weeks. There is no requirement that programs assume responsibility for documenting this time. Rather, the program's responsibility is ensuring that fellows report their time from home and that schedules are structured to ensure that fellows are not working in excess of 80 hours per week, averaged over four weeks.

6.21. Mandatory Time Free of Clinical Work and Education

Fellows should have eight hours off between scheduled clinical work and education periods. ^(Detail)

Background and Intent: There may be circumstances when fellows choose to stay to care for their patients or return to the hospital with fewer than eight hours free of clinical experience and education. This occurs within the context of the 80-hour and the one-day-off-in-seven requirements. While it is expected that fellow schedules will be structured to ensure that fellows are provided with a minimum of eight hours off between scheduled work periods, it is recognized that fellows may choose to remain beyond their scheduled time, or return to the clinical site during this time-off period, to care for a patient. The requirement preserves the flexibility for fellows to make those choices. It is also noted that the 80-hour weekly limit (averaged over four weeks) is a deterrent for scheduling fewer than eight hours off between clinical and education work periods, as it would be difficult for a program to design a schedule that provides fewer than eight hours off without violating the 80-hour rule.

6.21.a. Fellows must have at least 14 hours free of clinical work and education after 24 hours of in-house call. ^(Core)

Background and Intent: Fellows have a responsibility to return to work rested, and thus are expected to use this time away from work to get adequate rest. In support of this goal, fellows are encouraged to prioritize sleep over other discretionary activities.

6.21.b. Fellows must be scheduled for a minimum of one day in seven free of clinical work and required education (when averaged over four weeks). At-home call cannot be assigned on these free days. ^(Core)

Background and Intent: The requirement provides flexibility for programs to distribute days off in a manner that meets program and fellow needs. It is strongly recommended that fellows' preference regarding how their days off are distributed be considered as schedules are developed. It is desirable that days off be distributed throughout the month, but some fellows may prefer to group their days off to have a "golden weekend," meaning a consecutive Saturday and Sunday free from work. The requirement for one free day in seven should not be interpreted as precluding a golden weekend. Where feasible, schedules may be designed to provide fellows with a weekend, or two consecutive days, free of work. The applicable Review Committee will evaluate the number of consecutive days of work and determine whether they meet educational objectives. Programs are encouraged to distribute days off in a fashion that optimizes fellow well-being, and educational and personal goals. It is noted that a day off is defined in the ACGME Glossary of Terms as "one (1) continuous 24-hour period free from all administrative, clinical, and educational activities."

6.22. Maximum Clinical Work and Education Period Length
Clinical and educational work periods for fellows must not exceed 24 hours of continuous scheduled clinical assignments. ^(Core)

6.22.a. Up to four hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and/or fellow education. Additional patient care responsibilities must not be assigned to a fellow during this time. ^(Core)

Background and Intent: The additional time referenced in 6.22.a. should not be used for the care of new patients. It is essential that the fellow continue to function as a member of the team in an environment where other members of the team can assess fellow fatigue, and that supervision for post-call fellows is provided. This 24 hours and up to an additional four hours must occur within the context of 80-hour weekly limit, averaged over four weeks.

6.23. Clinical and Educational Work Hour Exceptions
In rare circumstances, after handing off all other responsibilities, a fellow, on their own initiative, may elect to remain or return to the clinical site in the following circumstances: to continue to provide care to a single severely ill or unstable patient; to give humanistic attention to the needs of a patient or patient's family; or to attend unique educational events. ^(Detail)

6.23.a. These additional hours of care or education must be counted toward the 80-hour weekly limit. ^(Detail)

Background and Intent: This requirement is intended to provide fellows with some control over their schedules by providing the flexibility to voluntarily remain beyond the scheduled responsibilities under the circumstances described above. It is important to note that a fellow may remain to attend a conference, or return for a conference later in the day, only if the decision is made voluntarily. Fellows must not be required to stay. Programs allowing fellows to remain or return beyond the scheduled work and clinical education period must ensure that the decision to remain is initiated by the fellow and that fellows are not coerced. This additional time must be counted toward the 80-hour maximum weekly limit.

6.24. A Review Committee may grant rotation-specific exceptions for up to 10 percent or a maximum of 88 clinical and educational work hours to individual programs based on a sound educational rationale.

6.24.a. In preparing a request for an exception, the program director must follow the clinical and educational work hour exception policy from the ACGME Manual of Policies and Procedures. ^(Detail)

Background and Intent: Exceptions may be granted for specific rotations if the program can justify the increase based on criteria specified by the Review Committee. Review Committees may opt not to permit exceptions. The underlying philosophy for this requirement is that while it is expected that all fellows should be able to train within an 80-hour work week, it is recognized that some programs may include rotations with alternate structures based on the nature of the specialty. DIO/GMEC approval is required before the request will be considered by the Review Committee.

6.25. Moonlighting
Moonlighting must not interfere with the ability of the fellow to achieve the goals and objectives of the educational program, and must not interfere with the fellow's fitness for work nor compromise patient safety. ^(Core)

6.25.a. Time spent by fellows in internal and external moonlighting (as defined in the ACGME Glossary of Terms) must be counted toward the 80-hour maximum weekly limit. ^(Core)

Background and Intent: For additional clarification of the expectations related to moonlighting, please refer to the Common Program Requirement FAQs (available at <http://www.acgme.org/What-We-Do/Accreditation/Common-Program-Requirements>).

6.26. In-House Night Float
Night float must occur within the context of the 80-hour and one-day-off-in-seven requirements. ^(Core)

[The maximum number of consecutive weeks of night float, and maximum number of months of night float per year may be further specified by the Review Committee.]

6.27. Maximum In-House On-Call Frequency

Fellows must be scheduled for in-house call no more frequently than every third night (when averaged over a four-week period). ^(Core)

6.28. At-Home Call

Time spent on patient care activities by fellows on at-home call must count toward the 80-hour maximum weekly limit. The frequency of at-home call is not subject to the every-third-night limitation, but must satisfy the requirement for one day in seven free of clinical work and education, when averaged over four weeks. ^(Core)

6.28.a. At-home call must not be so frequent or taxing as to preclude rest or reasonable personal time for each fellow. ^(Core)

[The Review Committee may further specify under any requirement in 6.20. – 6.28.a.]

Background and Intent: As noted in 6.20., clinical work done from home when a fellow is taking at-home call must count toward the 80-hour maximum weekly limit. This acknowledges the often significant amount of time fellows devote to clinical activities when taking at-home call, and ensures that taking at-home call does not result in fellows routinely working more than 80 hours per week. At-home call activities that must be counted include responding to phone calls and other forms of communication, as well as documentation, such as entering notes in an electronic health record. Activities such as reading about the next day's case, studying, or research activities do not count toward the 80-hour weekly limit.

In their evaluation of fellowship programs, Review Committees will look at the overall impact of at-home call on fellow rest and personal time.

GUIDANCE

Section 6.20.-6.28. of the Common Program Requirements addresses clinical experience and education. As the Background and Intent box clarifies, the terms “clinical experience and education,” “clinical and educational work,” and “clinical and educational work hours” replace the terms “duty hours,” “duty periods,” and “duty.” These changes were made in response to concerns that use of the term “duty” in reference to number of hours worked may have led some to conclude that fellows’ duty to “clock out” on time superseded their duty to their patients.

The goal of the earliest standards regarding clinical and educational work hours to the most recent refinements of these standards has remained the same. Through these standards, the ACGME has continually sought to ensure that “conditions conducive to resident learning, socialization to the medical profession, and safe and effective patient care consistently occur.” (Nasca and Philibert 2008)

At present, the ACGME monitors compliance with the requirements in section 6 in various ways, including:

- questions answered by program leadership as part of an application or during the Accreditation Data System (ADS) Annual Update;
- questions answered by fellows and faculty members answer as part of the annual Resident/Fellow and Faculty Surveys; and
- questions asked by Accreditation Field Staff during site visits of the program at various stages of accreditation.

The Resident/Fellow and Faculty Surveys include several questions that address the requirements in section 6.20.-6.28. The ACGME has prepared two documents, a “Resident/Fellow Survey-Common Program Requirements Crosswalk” and a “Faculty Survey-Common Program Requirements Crosswalk,” to provide additional information for programs on the key areas addressed by the survey questions and how they map to the ACGME Common Program Requirements. These documents, along with the Common Program Requirements FAQs address multiple questions from the graduate medical education community and can be found at <https://www.acgme.org/specialties/emergency-medicine/documents-and-resources/>.

6.20. Maximum hours of clinical and educational work per week

The language in the requirements bears repeating: *Clinical and educational work hours must be limited to no more than 80 hours per week, averaged over a four-week period*, inclusive of all in-house clinical and educational activities, clinical work done from home, and all moonlighting.

ADS screenshot: As part of a program application or for the ADS Annual Update for a program on Initial Accreditation, the program director must attest that fellow rotation schedules meet the 80-hour work week requirement.

10. As program director, I attest that resident/fellow rotations will be scheduled to meet clinical and education the work week limit of 80 hours.

Yes No

Programs that regularly schedule fellows to work 80 hours per week and still permit them to remain beyond their scheduled work period will undoubtedly exceed the 80-hour maximum, which would mean they are not in substantial compliance with the requirement.

The ACGME Review Committees strictly monitor and enforce compliance with the 80-hour requirement. Where violations of the 80-hour requirement are identified, programs are subject to citation and are at risk for an adverse accreditation action.

References

- Desai, Sanjay V., David A. Asch, Lisa M. Bellini, Krisda H. Chaichati, Manqing Liu, Alice L. Sternberg, James Tonascia, et al. 2018. "Education Outcomes in a Duty-Hour Flexibility Trial in Internal Medicine." *New England Journal of Medicine* 378(16): 1494–1508. <https://doi.org/10.1056/nejmoa1800965>.
- Nasca, Thomas J. and Ingrid Philibert. 2008. "Resident Duty-Hour Limits." *Health Affairs*. 27(5):1484.
- Ouyang, David, Jonathan H. Chen, Gomathi Krishnan, Jason Hom, Ronald Witteles, and Jeffrey Chi. 2016. "Patient Outcomes When Housestaff Exceed 80 Hours per Week." *The American Journal of Medicine* 129(9). <https://doi.org/10.1016/j.amjmed.2016.03.023>.

6.21. Mandatory time free of clinical work and education

While the expectation is that schedules will be structured to ensure fellows are provided with a minimum of eight hours off between scheduled work periods, the requirement recognizes that fellows may choose to remain beyond their scheduled time or return to the clinical site during this time-off period to care for a patient preserves the flexibility for fellows to make those choices. The 80-hour weekly limit (averaged over four weeks) is also a deterrent for scheduling fewer than eight hours off between clinical and educational work periods; it would be difficult for a program to design a schedule that provides fewer than eight hours off without violating the 80-hour rule.

The following requirements in this category are self-explanatory:

- 6.21. Fellows should have eight hours off between scheduled clinical work and education periods.
- 6.21.a. Fellows must have at least 14 hours free of clinical work and education after 24 hours of in-house call.
- 6.21.b. Fellows must be scheduled for a minimum of one day in seven free of clinical work and required education (when averaged over four weeks). At-home call cannot be assigned on these free days.

ADS screenshot: As part of a program application or for the ADS Annual Update for a program on Initial Accreditation, the program director must attest that fellows will have one full day out of seven free from educational and clinical responsibilities.

8. On average, will residents/fellows have one full day out of seven free from educational and clinical responsibilities?

Yes No

6.22. Maximum clinical work and education period length

6.22. Clinical and educational work periods for fellows must not exceed 24 hours of continuous scheduled clinical assignments.

6.23. Clinical and educational work hour exceptions

The exceptions delineated in this requirement are intended to provide fellows with some control over their schedules by providing the flexibility to voluntarily remain beyond the scheduled responsibilities under the circumstances described in 6.23. It is important to note that a fellow may remain to attend a conference, or return for a conference later in the day, only if the decision is made voluntarily. Fellows must not be required to stay. Programs allowing fellows to remain or return beyond the scheduled work and clinical education period must ensure that the decision to remain is initiated by the fellow and that fellows are not coerced. This additional time must be counted toward the 80-hour maximum weekly limit.

- 6.23. In rare circumstances, after handing off all other responsibilities, a fellow, on their own initiative, may elect to remain or return to the clinical site in the following circumstances: to continue to provide care to a single severely ill or unstable patient; to give humanistic attention to the needs of a patient or patient's family; or to attend unique educational events.
- 6.23.a. These additional hours of care or education must be counted toward the 80-hour weekly limit.
- 6.24. A Review Committee may grant rotation-specific exceptions for up to 10 percent or a maximum of 88 clinical and educational work hours to individual programs based on a sound educational rationale.
- 6.24.a. In preparing a request for an exception, the program director must follow the clinical and educational work hour exception policy from the *ACGME Manual of Policies and Procedures*.

The provision for exceptions for up to 88 hours per week specifies that exceptions may be granted for particular rotations if the program can justify the increase based on criteria specified by the Review Committee. Currently, the only Review Committee that allows exceptions to the 80-hour weekly limit is the Review Committee for Neurological Surgery. The underlying philosophy for this requirement is that while it is expected that all fellows should be able to learn and train within an 80-hour work week, some programs may include rotations with alternate structures based on the nature of the subspecialty.

6.27. In-house call

Fellows must be scheduled for in-house call no more frequently than every third night (when averaged over a four-week period).

ADS screenshot: As part of a program application or for the ADS Annual Update for a program on Initial Accreditation, the program director must provide information about the frequency of fellows' in-house call assignments.

9. On the most demanding rotation, including in other departments, what will be the frequency of in house call?

If residents/fellows at different levels will be given different frequencies of in-house call, select the most frequent schedule.

Every second night

Every third night

Every fourth night

No in-house call - Not applicable

Other

(specify below)

6.28. At-home call

A number of requirements relate to at-home call:

- Time spent on patient care activities by fellows must count toward the 80-hour maximum.
- It is not subject to the every-third-night limitation, but must meet the requirement for one day in seven off.
- It must not be so frequent that it precludes rest or reasonable personal time.

Activities such as reading about the next day's case, studying, or research activities do not count toward the 80-hour weekly limit.

One of the most common misconceptions regarding Common Program Requirement 6.28. is that fellows are required to record every single minute they spend on at-home call answering phone calls and providing documentation. This is not the expectation. However, program directors must ensure that at-home call time is reasonable.