



**USF Health - Morsani College of Medicine
GME POLICY & PROCEDURE**

Title: USF Non-Standard and Non-Accredited Programs Policy GME# 205

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Scope: All clinical training programs within University of South Florida Morsani College of Medicine ("USF MCOM") that provide postgraduate medical education training in subspecialties for which accreditation by the Accreditation Council for Graduate Medical Education ("ACGME") is not available or has not been obtained.

Background: Within USF MCOM, there are training programs that are not accredited by the ACGME. These programs support the interests of USF MCOM and affiliated hospitals, the patient care needs of the region, and other USF MCOM graduate medical education ("GME") programs. The goal of this policy is to establish an organizational structure that promotes the educational quality of USP MCOM training programs, complies with regulatory requirements, ensures that new programs do not unduly interfere with existing accredited programs, and ensures a similar level of institutional support for trainees in these programs as is available for other GME trainees.

Definition: A non-standard clinical training program;

- a. is an advanced clinical subspecialty discipline for which there is no specialty board certification (ABMS) available or accreditation is through a separate organization other than ACGME
- b. is an independent subspecialty fellowship with a defined duration of training and operates in direct association with an ACGME-accredited core program in good standing and,
- c. provides further specialized training and education and must have defined goals and objectives.

Policy: All Clinical training programs within USF MCOM that provide postgraduate medical education must be accredited by the ACGME or be approved by the USF Graduate Medical Education Committee ("GMEC").

Established Programs: Non-standard programs currently offered at USP must meet the minimum program requirements as noted in sections VI and VII.

New Programs: Development of new non-standard accredited fellowship programs will be reviewed by the GMEC upon submission of an Application for New Program proposal to the committee. All proposals must comply with the requirements of the ECFMG and USF MCOM GMEC. Specific requirements for a new program proposal are outlined in section VII of this policy. The GMEC will not approve requests submitted for new non-accredited programs for which board eligibility mandates training in an ACGME program. These programs must seek accreditation by the ACGME.

Program Leadership: All non-standard programs must have a designated program director, who will report directly to either the program director of the core ACGME-accredited residency or fellowship program or to the Department Chair or Division Head.

Governance: The USF MCOM GMEC is responsible for overseeing the Sponsoring Institution and its ACGME-accredited programs to ensure a high-quality learning and working environment within each of its programs and participating sites. The committee is also responsible for ensuring the educational quality of USF MCOM non-standard training programs. This includes ensuring compliance with the following program requirements if there are no other accrediting body requirements:

- a. maintain a committed faculty
- b. have clearly defined overall educational goals for the program
- c. develop and maintain scope of practice
- d. establish and maintain a robust evaluation system of trainees, faculty and the program
- e. develop appropriate policies
- f. track outcomes of graduates
- g. conduct a regular review of the program, including feedback from trainees and faculty
- h. provide a final summative evaluation detailing the competencies obtained. The final summative evaluation will be generated by the Program Director and kept as part of the permanent employment record in the resident management system New Innovations.

Procedure: The USF MCOM GMEC and the USF MCOM GME Office provide educational support and oversight to all ACGME accredited and non-standard programs in order to support their educational missions and their trainees. The USF MCOM GMEC and USF MCOM GME Office also strive to ensure the provision of a high-quality educational experience for non-standard programs is comparable to that of ACGME-accredited programs. To support these goals, non-standard programs must comply with certain relevant USF MCOM GME policies and procedures:

- a. Program and Trainee Compliance: Non-Standard programs and fellows will follow all applicable USF Health GME policies, regulations and procedures. [[See Link](#)]
- b. J-1 Applicants: Non-Standard programs recruiting J-1 Applicants must comply with the ECGME requirements for ECFMG J-1 Sponsorship for non-standard training programs. This includes ensuring the Primary Site is the same as the parent program and recognizing that J-1 applicants cannot bill directly for services rendered [[See Link](#)].

- c. **Certificates of completion:** Certificates of completion will be issued by the GME office for fellows completing GMEC approved non-standard programs sponsored by USF Health.

- d. **Recruitment/Selection/ Appointment:**
 - 1) Programs must inform applicants of accreditation status (i.e., that the program is not accredited) at the time of recruitment.
 - 2) Fellows must apply with an application that consist of:
 - a) Formal application [\[See Link\]](#)
 - b) Curriculum Vitae
 - c) 3 letters of reference
 - 3) Non-standard program fellows must be appointed with a contract equivalent to those issued to residents in ACGME programs and following the institutional pay scale for residents.

- e. **Prerequisite Requirements:**
 - 1) Trainee must have a Florida medical license before beginning a non-standard program.
 - 2) If the fellow is an IMG, current J-1 Visa status or permanent resident status, a valid ECFMG certificate will be required.
 - 3) Residency training with completion of an entire ACGME program is required or an educational CV that allows the trainee to practice within the scope of practice of the training program.
 - 4) Board Eligible or Certified in a specialty recognized by the American board of Medical Specialty.

New Programs: In order to establish a new postgraduate medical education training program within the MCOM, GMEC approval must be obtained. The program director must submit the request through GMEC requesting addressing the following program requirements:

- a. Goals and objectives
- b. Scope of practice
- c. Supervision policy
- d. Evaluation process for the trainee

The Program must also identify:

- a. an accredited ACGME program in good standing as the sponsor program. Please note that ECFMG mandates the sponsor program for nonstandard programs that they certify.
- b. a sustainable, clear, and identified funding source.
 - 1. Fellows are not permitted to bill independently for services related to their training program.
 - 2. J-1 physicians are prohibited from billing directly for services rendered

The GMEC can: recommend, recommend with changes, or not approve the application.

APPROVED:



Sr Associate Dean, Graduate Medical Education/DIO

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