

USF – College of Medicine
GRADUATE MEDICAL EDUCATION POLICY & PROCEDURE

Title: GMEC Tracking Process for ACGME Citations		No.: GME-109
Effective Date: 10-1-12	Revision Date:	Distribution: All
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Policy Statement

As a function of oversight, required by the ACGME Institutional Requirements, the below policy is mandated for all ACGME programs as a means by which citations may be tracked and corrective action identified to benefit programs, residents and fellows at the Morsani College of Medicine.

Such actions will improve program management and resident involvement, knowledge and satisfaction via participation in residency corrective action plans and to resolve common citations among the programs.

Procedure

Responsible Party

Action

GME Designated Staff

Receives notice from the ACGME on their official response to the program where deficiencies are noted from a recent site visit.

Forwards RRC letter to the Director of Internal Reviews.

Director of Internal Reviews
(or designee – DIO, Director of GME)

Reviews the letter and any other program data necessary (ACGME resident survey, case logs etc.).

Address a letter to the program director and program coordinator of the reviewed program. The letter will request a detailed response and corrective action plan for each citation within 30 days to the GMEC.

Depending on the number and severity of the citations, the program director may be required to appear before the GMEC to review their citations, said response and corrective action plan.

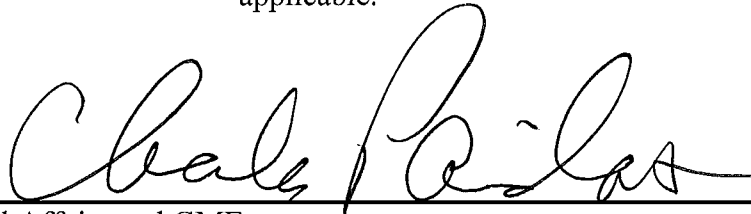
Program Director

Responds to GMEC as indicated above.

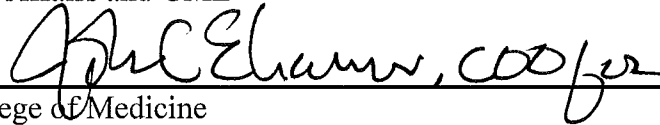
If the program director does not respond within 30 days, then immediate corrective action may be undertaken by the Chairperson of the program and the DIO.

Director of Internal Review

Contacts the applicable program within six months after corrective action plan identified to determine if plan is actualized and effective in correcting citation(s), if applicable.



Vice Dean, Clinical Affairs and GME



Dean, Morsani College of Medicine