Criteria for Review and Approval of Interim Program Directors
Review Committee for Emergency Medicine

Rationale
There may be situations in programs when a qualified program director cannot be immediately appointed or when a temporary absence of the permanent program director is anticipated, such as in the following examples:

- Illness or injury
- Death
- Military deployments
- Sudden relocation to another institution
- Appointment to a new role in the institution under urgent circumstances

Under such conditions, the proposed program director may lack all of the required qualifications, such as time in the role, experience in graduate medical education, or scholarly activity, but may have the time and support of the institution to perform the operational duties of the role.

Approval Process

- In situations where an interim program director is needed as a temporizing measure to provide stability to a program, a request should be submitted through the ACGME’s Accreditation Data System (ADS), and “Interim” should be the chosen term of appointment.

- Upon submission of the request for approval, the institution/program must submit an action plan outlining the support (e.g., institutional, division, department, program) that will be provided to the interim program director, the plan for recruitment or placement of a qualified permanent program director, and the anticipated timeline until such placement. The action plan should be submitted by e-mail to Review Committee Executive Director Ms. Felicia Davis: fdavis@acgme.org.

- If approved, the program will be notified that this interim director has a “term appointment.”

- The program must submit a progress report six months following the request for approval of the interim program director if a qualified program director has not been appointed and approved by the Review Committee. The progress report should be submitted via e-mail to Ms. Davis.

Programs failing to identify a qualified program director in a timely manner, or to submit the required progress report after six months, may be reviewed for compliance.

Direct questions to Ms. Davis: fdavis@acgme.org.