



## **ACGME Process for Review and Approval of Requirements**

### **MAJOR REVISIONS OF EXISTING PROGRAM REQUIREMENTS**

*The process specified in this section is applicable only to major revisions of existing program requirements.*

Prior to drafting major revisions, the Review Committee/Recognition Committee must solicit input on the requirements currently in effect from the community of interest via e-mail.

1. The following groups constitute the community of interest who must be solicited:
  - Review Committee/Recognition Committee Chairs and Executive Directors
  - program directors in the specialty and its subspecialties
  - nominating organizations of the Review Committee/Recognition Committee
  - selected patient groups
  - selected public officials
  - the public and other selected interested parties

Additional specialty organizations may be notified; these notifications, however, are made at the discretion of the applicable Review Committee/Recognition Committee.

2. Review Committees are not permitted to alter Common Program Requirement language, which appears in bold font in the specialty/subspecialty program requirements. Therefore, comments are invited only on requirements not in bold font.
3. After consideration of the comments received and its own deliberations, the Review Committee/Recognition Committee shall complete the revisions in the form and format required by the ACGME, to include the development of an Impact Statement that responds objectively to each required question.

### **NEW REQUIREMENTS, AND MAJOR AND FOCUSED REVISIONS**

*The process specified in this section is applicable to new requirements, as well as to major revisions and focused revisions of existing requirements.*

1. New requirements, and major or focused revisions to existing requirements, must be subjected to review and comment. The proposed revised requirements and the associated Impact Statement shall be posted on the ACGME website. A 45-day period of public comment shall commence upon e-mail notice.
  - (a) Comments are invited from the following groups:
    - member organizations of the ACGME

- nominating organizations of the Review Committee/Recognition Committee
  - designated institutional officials (DIOs)
  - Chairs and Executive Directors of each Review Committee/Recognition Committee
  - program directors in the specialty/subspecialty
  - selected public officials
  - selected patient groups
  - the public and other selected interested parties
- (b) Review Committees are not permitted to alter Common Program Requirement language, which appears in bold font in the specialty/subspecialty program requirements. Therefore, comments are invited only on requirements not in bold font.
- (c) Comments should be submitted using the [Review and Comment Form](#) (provided on the Review and Comment page of the ACGME website), and should be sent to the e-mail address indicated on the [Review and Comment page](#).
- (d) ACGME Board Directors and Review Committee/Recognition Committee members shall not provide written comments on the proposed requirement revisions individually, or on behalf of their programs (if applicable), institutions, or other organizations, except that:
- (1) Review Committee/Recognition Committee Chairs may submit written comments on behalf of their Review/Recognition Committees; and,
  - (2) a Review Committee whose chair is an ACGME Director shall submit the Review Committee's/Recognition Committee's comments through its Vice Chair.
2. Comments received during the comment period shall be evaluated by the Review Committee/Recognition Committee. The committee shall determine which suggestions will be incorporated into the proposed requirements for submission to the ACGME Committee on Requirements. The committee may also develop Frequently Asked Questions (FAQs) to clarify requirements as needed based on feedback received during the comment period.
  3. The Review Committee/Recognition Committee will submit all comments received, along with its responses, indicating which suggested changes were incorporated into the requirements and if applicable, providing a rationale regarding proposed changes that were not accepted by the committee, to the Committee on Requirements together with the proposed requirements and any FAQs.
  4. The review of the proposed revised requirements shall occur at the next scheduled meeting of the Committee on Requirements, and its recommendations shall be forwarded to the ACGME Board for action.
  5. The effective date for revisions shall be July 1 or January 1, as approved by the ACGME Board. The ACGME Board shall consider the recommendation of the Review Committee/Recognition Committee for the effective date of implementation of revised requirements. The effective date must provide sufficient time for programs or institutions to implement changes.

6. On initial approval of new requirements, the effective date will be when the requirements are approved by the ACGME Board, unless otherwise indicated by the ACGME Board. The ACGME Board shall consider a recommendation of a Review Committee/Recognition Committee as to the effective date.
7. Once approved by the ACGME Board of Directors, the requirements and FAQs are posted on the ACGME website and announced in the weekly *e-Communication*.