

RRC NEWS

ALLERGY AND IMMUNOLOGY



ACGME

Accreditation Council for Graduate Medical Education

APRIL 2010

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RRC NEWS PROVIDES REVIEW COMMITTEE
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Resident/Fellow Survey

Thank you for your continued participation in the resident/fellow survey.

The 2007-2009 Resident Survey Combined Results for Programs with Less Than Four Active Residents/Fellows is now available in ADS. According to our records, programs of such small size were previously unable to view the survey results, in part due to our effort to maintain respondents' anonymity. The current report combines the results from the past three years if such programs had at least four residents complete the survey.

Programs can view the report within ADS by selecting the 'Resident/Fellow Survey' menu and clicking the 'Aggregate Report' link. Using the look-up option in the drop-down menu that appears, select the 'Less than Four Residents' report.

Designated institutional officials (DIOs) can view this report by selecting the 'View and Update Sponsored Programs' link from the left-hand menu, and then clicking the report link in the Resident/Fellow Survey Report column for their programs. From the drop-down list that appears, select the 'Less Than Four Residents' report from the look-up option.

If you have any questions, or need additional assistance, please contact your ADS representative directly, or e-mail ResSurvey@acgme.org.

Fellow Complement Change

All programs must follow the ACGME's process in ADS for requesting any increase—either temporary or permanent—in the resident complement. Once the DIO has approved a request, and this request is posted, the Review Committee staff processes an "administrative decision" to reflect the changes/increase in the program's history. Following this process ensures that the program will satisfy the requirement of "notifying the RRC" of a change. Additionally, the change will be reflected in the program's history should any question arise as to that notification.

MEETING AND AGENDA CLOSING DATES

Meeting: September 10-11, 2010
Agenda Closing: July 5, 2010

Meeting: February 5-6, 2011
Agenda Closing: December 6, 2010

Review Committee Welcomes New Members

The Review Committee for Allergy and Immunology warmly welcomes its newest members.

Michael Nelson MD, PhD will join the Committee in June, with his term running through 2016. Among his numerous credits, Dr. Nelson is the program director for the Allergy and Immunology program at the National Capital Consortium. Dr. Nelson is an appointee from the American Medical Association.

Anita Gewurz, MD will join the Committee in June. Dr. Gewurz is on the faculty at Rush University, where she also previously served as program director. She is also on the American Board of Allergy and Immunology (ABAI), which she chaired in 2004. Dr. Gewurz is an appointee from the ABAI.

Nastaran Safdarian, MD is the Committee's new resident member. Dr. Safdarian is a first-year fellow at the University of Michigan, and will spend two one-year terms on the Review Committee. His first meeting will be in September, 2010, and will be primarily spent becoming familiar with Review Committee policies and procedures, after which he will participate fully in reviewing programs and reaching accreditation decisions.

The Committee thanks Drs. James Gern and George Green for their outstanding service and for the numerous contributions they made to improve graduate medical education.

Program Requirements Revision Process

The ACGME requires that each set of program requirements undergoes major revision at least once every five years. Approximately 18 months before the scheduled date of the next major revision for a particular set of requirements, the ACGME's Requirement Development Committee (RDC) reviews the existing requirements and program information form (PIF) and provides feedback to the Review Committee regarding potential areas for improvement. The Review Committee considers the RDC suggestions and also updates the requirements and PIF as needed based on input from the medical community. The revised requirements and PIF are then submitted to the RDC for consideration. Upon approval from the RDC, the revised requirements are posted, along with an impact statement on the

ACGME website; program directors and DIOs are notified through the ACGME weekly e-Communication that the proposed requirements are available for review and comment for a period of 45 days. At the conclusion of the review and comment period, the Review Committee reviews the comments submitted in response to the proposed requirements, considers whether additional changes to the requirements are needed in response to the comments, and prepares the final draft of the requirements for submission to the ACGME Board of Directors. A summary of the submitted comments and the Review Committee's response to these comments must accompany the requirements when they are submitted to the Board. Upon approval by the ACGME Board, the new requirements are posted to the ACGME website, along with the effective date. Program directors and DIOs are notified through the ACGME e-Communication.

The RDC's initial review of the Program Requirements for Allergy and Immunology is scheduled for July, 2010, and the first proposed revisions of these requirements and the associated FAQ document will be addressed by the Review Committee at the Committee's fall 2010 meeting.

New Executive Director

Effective September, 2010, Linda Thorsen, MA will assume the position of Executive Director of the Review Committee for Allergy and Immunology. Ms. Thorsen has been with the ACGME for 24 years, and is concurrently the Executive Director for the Review Committees for Radiation Oncology, Transitional Year and Pathology. She can be reached at lmt@acgme.org or 312.755.5029. The change-over to Ms. Thorsen's leadership will take place officially in September; until that time you should continue to contact Dr. Patricia Levenberg (plevenberg@acgme.org or 312.755.5048). Dr. Levenberg will continue to work with the Review Committees for Ophthalmology and Otolaryngology and will also now work with the Review Committee for Dermatology.

New Format for Citations in the Letters of Notification

“Citations” – areas of non-compliance that a Review Committee identified during its review of a program – have a new format. Citations now have the following five components:

- (1) Citation Heading – summary of issue being cited
- (2) Program Requirement
- (3) Program Requirement Reference
- (4) Citation
- (5) PIF, Site Visitor Report, or Board Reference (if proposed adverse action)

An Example of New Citation Format Using a Common Program Requirement:

Faculty/Qualifications/Specialty Certification

Common Program Requirement: II.B.2.

The physician faculty must have current certification in the specialty by the American Board of Allergy and Immunology, or possess qualifications acceptable to the Review Committee.

The information provided was incomplete.

No information was provided for two of the ten physician faculty listed.

Program Information Form pp. 2,8

Notable Practices

A notable practice is a process or practice that a Review Committee or other ACGME committee deems worthy of notice. Notable practices are shared through the ACGME website or other ACGME publications to provide programs and institutions with additional resources for resident education. A notable practice is not a requirement, which is an accreditation standard, and its use on the ACGME website does not imply or refer to a practice necessary to comply with a requirement.

Many committees have identified notable practices within their specialties, and these are available to programs in the specialty through the Review Committee webpage, as well as to other interested parties through the “All Review Committees Notable Practices” link. Potential notable practices may be identified in several ways: a comment in a site visitor report, identified during review of submitted program materials, solicitation by the executive director or a Review Committee member based on knowledge of the program, or an unsolicited submission sent to the executive director or to a Review Committee member. The potential notable practice is viewed and discussed by all committee members, and if approved, will be made available through both the Review Committee webpage and the All Review Committees Notable Practices webpage.

Programs in other specialties may find some of these practices useful, and could adapt them for their specialty-specific program needs as relevant. The “All Review Committees Notable Practices” webpage can be accessed through this Committee’s webpage (http://www.acgme.org/acWebsite/navPages/nav_020.asp) and is a collection of all the notable practices from all of the Review Committees’ webpages, organized by topic.

Useful Resources for New Program Directors

Institutional Requirement III.B.10.e specifies that the Graduate Medical Education Committee (GMEC) approves a new program director prior to his/her confirmation with the ACGME. Once approved, the program director’s name is entered into the Accreditation Data System (ADS), which automatically generates a welcome letter to the new program director, with copies sent to the Designated Institutional Official (DIO) and program coordinator. The welcome letter provides useful information about the ACGME website, as noted below, and

refers the new program director to the ACGME Virtual Handbook: <http://www.acgme.org/acWebsite/home/PD-VirtualHandbook.asp>. The welcome letter also informs the new program directors that the DIO and GMEC of the sponsoring institution and the specialty-specific Program Directors Association are other important resources, and encourages the new program directors to contact these groups for more information.

Some Review Committees approve new program director appointments; in such cases, the Committee reviews the information at its next meeting, and the Committee's Executive Director provides a final letter of approval to the program director, sending a copy to the DIO.

Other useful resources and information include:

- *The Residency Review Committee (RRC) webpage* contains periodic updates from the Review Committee, FAQs, staff members' contact information by subject, program requirements, Program Information Forms (PIFs), and a Program Directors' Guide to the Common Program Requirements.
- *The Program Directors & Coordinators link* contains information about Case Logs, Resident Duty Hours, the Resident Survey, and policies.
- *The ACGME Manual of Policies and Procedures, Section II, Accreditation Policies and Procedures*, contains a complete explanation of accreditation statuses awarded to programs and the policies to which program directors must adhere.
- *In the About ACGME-->Staff Listing-->Staff listing by Department link*, you'll find an overview of the four departments within the ACGME, including the Department of Accreditation Committees—which houses all Review Committee staff—and the phone and e-mail contact details for all ACGME staff.
- *The Key to the Standard Notification Letter* provides explanations for the common sections of accreditation letters.
- *The Outcome Project webpage* provides comprehensive information about the general competencies.

Please Note: You will need an ID and password to access the Accreditation Data System (ADS) and Resident Case Log System (if applicable).