

ACGME PROCEDURES FOR PROPOSED ADVERSE ACTIONS FOR INSTITUTIONAL REVIEW
(Approved by ACGME July 1, 2005)

The following procedures will be implemented when Institutional Review Committee (IRC) determines that an institution is not in substantial compliance with the requirements..

- a. When an IRC determines that an adverse action is warranted, it shall first give notice of its proposed adverse action to the Designated Institutional Official (DIO) of the sponsoring institution in a Letter of Notification. This notice of proposed adverse action will include the citations that form the basis for the proposed adverse action, a copy of the site visitor's report, and the date by which the institution may submit its response in writing
- b. The institution may provide to the IRC written information revising or expanding factual information previously submitted; challenging the findings of the site visitor; rebutting the interpretation and conclusions of the IRC; demonstrating that cited areas of noncompliance with the requirements did not exist when the IRC initially reviewed the institution and proposed an adverse decision (i.e., the date of the IRC meeting); and contending that the institution is in compliance with the standards that were in effect at the time of the site-visit. The IRC shall determine whether the written information may be considered without verification by the site-visitor.
- c. The IRC shall complete its evaluation of the institution at a regularly-scheduled meeting.
- d. The IRC may confirm the adverse action or modify its position. If the IRC confirms the adverse action, it shall communicate the confirmed adverse action and the citations as described above, including comments on the institution's response to these citations. The date of the next survey shall be specified.
- e. A Letter of Notification shall be sent to the DIO. The DIO may appeal a confirmed adverse decision; otherwise, the adverse action is final.
- f. Upon receipt of notification of a confirmed adverse accreditation action, the DIO must inform, in writing, the residents and (any applicants who have been invited to interview with the programs at the institution) that the adverse action has been confirmed in compliance with procedures in these *Policies and Procedures*. The DIO must so inform residents and candidates, whether or not the action will be appealed. A copy of the written notice must be sent to the executive director of the IRC within 50 days of receipt of the IRC's Letter of Notification.