



ACGME Institutional Requirements

Revision Information

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ACGME Institutional Requirements

Section 1: Structure for Educational Oversight

1.1. Sponsoring Institution

The Sponsoring Institution is the organization or entity that ensures administrative, educational, financial, human, and clinical resources for graduate medical education (GME) programs. Residency and fellowship programs accredited and/or recognized by the ACGME must function under the authority of one ACGME-accredited Sponsoring Institution. Authority over the quality of the learning and working environment by the Sponsoring Institution extends to all participating sites providing resident/fellow education.

- 1.1.a. The Sponsoring Institution must be in substantial compliance with the ACGME Institutional Requirements and must ensure that each of its ACGME-accredited programs is in substantial compliance with the ACGME Institutional, Common, specialty-/subspecialty-specific Program, and Recognition Requirements, as well as with ACGME Policies and Procedures.

- 1.2. Sponsoring Institutions and participating sites that provide clinical services must be approved by the accreditation and regulatory authority(ies) that are required for the type(s) of clinical services provided.

- 1.2.a. When a Sponsoring Institution or participating site that provides a required clinical experience loses its approval or licensure to provide clinical services as identified in 1.2., the Sponsoring Institution must provide notification and a plan for its response to the Institutional Review Committee within 30 days of such loss or restriction.

- 1.3. The Sponsoring Institution must identify a governing body, which is the single entity that maintains accountability for the Sponsoring Institution and each of its ACGME-accredited and/or recognized programs.

1.4. Statement of Commitment

The Sponsoring Institution's senior administration, governing body, designated institutional official (DIO), and Graduate Medical Education Committee (GMEC) must work in partnership to ensure the Sponsoring Institution's commitment to GME by ensuring the provision of the necessary and essential administrative, educational, financial, human, and clinical resources to the institution and each of its ACGME-accredited programs.

- 1.4.a. Once every five years or when there is a change in the identified governing body, a written statement of commitment attesting to support for these essential resources of GME must be reviewed, dated, and signed by a representative of the Sponsoring Institution's senior administration, a representative of the governing body, and the DIO.

- 1.5. Designated Institutional Official (DIO)
The Sponsoring Institution must identify a DIO the leader in the Sponsoring institution who holds delegated authority and responsibility for all aspects of ACGME-accreditation and/or recognition at the Sponsoring Institution and its programs. The DIO must:
 - 1.5.a. ensure that the GMEC fulfills its oversight and review/approval responsibilities;
 - 1.5.b. collaborate with senior leaders at the Sponsoring Institution to establish the level of staffing needed to support the GME administration of the Sponsoring Institution based on its size and complexity;
 - 1.5.c. collaborate with senior leaders at the Sponsoring Institution and its participating sites on matters that impact residents/fellows, such as strategic planning, budgeting, and other major institutional decisions;
 - 1.5.d. ensure that written program letters of agreement (PLAs) are in effect that govern relationships between each ACGME-accredited program and each participating site providing a required assignment for residents/fellows;
 - 1.5.e. oversee requests made to the ACGME, and oversee submissions of the Annual Update for the Sponsoring Institution and each of its ACGME-accredited and recognized program(s); and,
 - 1.5.f. oversee the submission of applications for ACGME accreditation and recognition, requests for voluntary withdrawal of accreditation and recognition, and requests for changes in residency and fellowship program complements.
- 1.6. The DIO, in collaboration with the GMEC, must:
 - 1.6.a. have responsibility for the oversight of the Sponsoring Institution and each of its ACGME-accredited and/or recognized programs and their clinical learning environments; and
 - 1.6.b. ensure compliance with the ACGME Institutional, Common, specialty-/subspecialty-specific Program, and Recognition Requirements.
- 1.7. Graduate Medical Education Committee (GMEC) Membership
 - 1.7.a. Each Sponsoring Institution must have a GMEC that includes at least the following voting members:
 - 1.7.a.1. the DIO;
 - 1.7.a.2. a minimum of two program directors from the Sponsoring Institution's ACGME-accredited programs if there are multiple programs or one program director if there is only one ACGME-accredited program;

- 1.7.a.3. a minimum of two peer-selected residents/fellows from among its ACGME-accredited programs or the only resident/fellow if the program includes only one resident/fellow; and,
- 1.7.a.4. a minimum of one core faculty member for Sponsoring Institutions with only one program.
- 1.8. GMEC Meetings and Attendance
The GMEC must meet at least quarterly during each academic year.
 - 1.8.a. Each meeting of the GMEC must include attendance by at least one peer-selected resident/fellow member or the only resident/fellow if the program includes only one resident/fellow.
 - 1.8.b. The GMEC must maintain meeting minutes that document execution of all required GMEC functions and responsibilities for oversight, review, and approval.
 - 1.8.c. The GMEC must not receive or discuss identifiable information about the assessment, performance, and/or private health information of individual residents or fellows.
- 1.9. GMEC Responsibilities
The GMEC is responsible for oversight of each of its ACGME-accredited and recognized programs and their clinical learning environments. The GMEC must collaborate with the DIO to ensure compliance with the applicable ACGME Institutional, Common and specialty-subspecialty-specific Program, and Recognition Requirements.
 - 1.9.a. GMEC responsibilities must include oversight of:
 - 1.9.a.1. ACGME accreditation and recognition statuses of the Sponsoring Institution and each of its ACGME-accredited programs;
 - 1.9.a.2. the quality of the GME learning and working environment within the Sponsoring Institution, each of its ACGME-accredited programs, and all participating sites;
 - 1.9.a.3. programs that meet criteria for underperformance through a Special Review process;
 - 1.9.a.4. major changes in each of its ACGME-accredited programs' structure or duration of education, including any change in the designation of a program's primary clinical site;
 - 1.9.a.5. all processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution; and,
 - 1.9.a.6. all of the Sponsoring Institution's ACGME-accredited program(s)' Annual

Program Evaluation(s);

- 1.9.a.7. resident/fellow salaries and benefits. This oversight must occur annually and may include a recommendation for salaries and benefits;
- 1.9.a.8. institutional and program-level compliance with ACGME clinical and educational work hour requirements, including institutional procedures for monitoring resident and fellow clinical and educational work hours that:
 - address non-compliance with the ACGME requirements in a timely manner; and,
 - do not depend only on reports generated by programs.
- 1.9.b. GMEC responsibilities must include review and approval of:
 - 1.9.b.1. new and revised Sponsoring Institution GME policies and procedures;
 - 1.9.b.2. applications for ACGME accreditation and recognition of new programs;
 - 1.9.b.3. voluntary withdrawal of ACGME program accreditation or recognition;
 - 1.9.b.4. requests for permanent changes in resident/fellow complement;
 - 1.9.b.5. additions and deletions of each of the Sponsoring Institution's ACGME-accredited programs' participating sites;
 - 1.9.b.6. appointment of new program directors consistent with the qualifications required by the applicable ACGME specialty-/subspecialty-specific Program Requirements;
 - 1.9.b.7. the Annual Institutional Review (AIR) written summary;
 - 1.9.b.8. exceptionally qualified candidates for resident/fellow appointment who do not satisfy the Sponsoring Institution's resident/fellow eligibility policy and/or resident/fellow eligibility requirements in the ACGME Common Program Requirements; and,
 - 1.9.b.9. core or other required faculty members who do not meet the applicable certification requirements, but who do meet the criteria for acceptable alternative qualifications, as outlined in the ACGME Common Program Requirements.
- 1.10. Annual Institutional Review (AIR)

The Sponsoring Institution must conduct an AIR that results in a written summary, which must be submitted to the institution's governing body after GMEC review and approval. A Sponsoring Institution with one program is permitted to substitute its Annual Program Evaluation for this written summary, provided it contains a summary of the following elements. At a minimum, the written summary must include:

 - 1.10.a. accreditation and recognition statuses for the Sponsoring Institution and each of its

- ACGME-accredited programs;
- 1.10.b. summarized citations for the Sponsoring Institution and each of its ACGME-accredited programs;
- 1.10.c. aggregated results from the annual ACGME Faculty and Resident/Fellow Surveys;
- 1.10.d. summarized progress from the prior year's identified action plans; and,
- 1.10.e. action plans and performance monitoring procedures resulting from the AIR.

Section 2: Institutional Resources

- 2.1. Institutional Administration
The Sponsoring Institution must ensure the resources necessary for compliance with the ACGME Institutional, Common, specialty-/subspecialty-specific Program, and Recognition Requirements, including:
 - 2.1.a. financial, administrative, and personnel resources necessary for institutional administration based on the size and complexity of the programs and Sponsoring Institution;
 - 2.1.b. sufficient support and dedicated administrative time for the DIO to effectively carry out educational, administrative, and leadership responsibilities;
 - 2.1.c. sufficient time and financial support for the DIO to engage in professional development applicable to their responsibilities as an educational leader; and,
 - 2.1.d. sufficient support and dedicated administrative time to GME administrative professionals to effectively carry out the responsibilities delegated to them by the DIO and GMEC.
- 2.2. Program Administration
The Sponsoring Institution must ensure adequate resources for resident/fellow education for compliance with the Common and applicable specialty-/subspecialty-specific Program and Recognition Requirements, including:
 - 2.2.a. support and dedicated time for program leadership to effectively carry out educational, administrative, and leadership responsibilities, as described in the Institutional, Common, and specialty-/subspecialty-specific Program Requirements;
 - 2.2.b. support for core faculty members to provide both effective supervision and quality resident/fellow education;
 - 2.2.c. support for professional development applicable to program leadership and core faculty members' as appropriate to their educational role;

- 2.2.d. support for professional development applicable to GME administrative professionals to fulfill their responsibilities in the accreditation efforts of the Sponsoring Institution and its ACGME-accredited and recognized programs; and,
- 2.2.e. space, technology, and supplies to provide support for each of its ACGME-accredited programs.
- 2.3. Resident/Fellow Feedback
The Sponsoring Institution must provide all residents/fellows from within and across the Sponsoring Institution's programs with a shared process for communication and exchange of information relevant to any aspect of GME and their learning and working environment, the opportunity to participate in this process without the presence of the DIO, faculty members, or other administrators, and a method to present concerns to the DIO and GMEC.
- 2.4. Resident Salary and Benefits
The Sponsoring Institution, in partnership with its ACGME-accredited programs and participating sites, must provide all residents/fellows with financial support and benefits to ensure that they are able to fulfill the responsibilities of their ACGME-accredited program(s).
- 2.5. Educational Tools
The Sponsoring Institution must ensure that faculty members and residents/fellows must have ready access to:
 - 2.5.a. communication resources and technological support; and,
 - 2.5.b. electronic medical literature databases and specialty/subspecialty-specific and other appropriate full-text reference material in print or electronic format.
- 2.6. Support Services and Systems
The Sponsoring Institution must ensure that ancillary support services and health care delivery systems available to its ACGME-accredited programs are sufficient to prevent routine reliance on residents/fellows to fulfill non-physician responsibilities.

Section 3: The Learning and Working Environment

- 3.1. The Sponsoring Institution must ensure that its ACGME-accredited program(s) provide(s) a professional, fair, respectful, and civil environment that supports patient safety, professional responsibility, psychological safety, and
 - 3.1.a. must provide a process through which residents/fellows and faculty members are able to confidentially, as appropriate:
 - 3.1.a.1. raise concerns and provide feedback without retaliation; and,

- 3.1.a.2. report errors, in a protected manner that is free from reprisal, to include:
 - 3.1.a.2.a. patient safety concerns, adverse events, unsafe conditions, and near misses;
 - 3.1.a.2.b. inadequate supervision and patient care accountability; and,
 - 3.1.a.2.c. unprofessional behavior, including discrimination, sexual, and other forms of harassment, mistreatment, abuse, and/or coercion.
- 3.1.b. The Sponsoring Institution must provide a process for confidentially addressing and resolving concerns.
- 3.2. Resident/Fellow Engagement
The Sponsoring Institution must:
 - 3.2.a. ensure that residents/fellows have opportunities to participate in patient safety experiences around risk-reduction strategies;
 - 3.2.b. ensure that residents/fellows have access to data to improve quality of care and patient outcomes;
 - 3.2.c. ensure the supervision of residents/fellows consistent with institutional and program-specific policies;
 - 3.2.d. oversee its ACGME-accredited program's(s') fulfillment of responsibility to support well-being of residents/fellows and faculty members, consistent with the Common and applicable specialty-/subspecialty-specific Program Requirements, addressing areas of non-compliance in a timely manner.
- 3.3. Well-Being
 - 3.3.a. The Sponsoring Institution, in partnership with its ACGME-accredited program(s), must provide systems to support and a means to assist residents/fellows experiencing physical and/or mental health conditions that may impair their safety and/or ability to provide safe patient care. This responsibility includes educating residents/fellows and faculty members in how to recognize symptoms, how to access self-screening tools, and access appropriate care.
 - 3.3.b. The Sponsoring Institution, in partnership with its ACGME-accredited program(s), must provide access to confidential, affordable mental health assessment, counseling, and treatment, including access to urgent and emergent care 24 hours a day, seven days a week.
 - 3.3.c. The Sponsoring Institution must ensure a healthy and safe clinical and educational environment that provides access to:
 - 3.3.c.1. food during clinical and educational assignments;

- 3.3.c.2. sleep/rest facilities that are safe, quiet, clean, and private, and that must be available and accessible for residents/fellows, with proximity appropriate for safe patient care;
- 3.3.c.3. options for residents/fellows who may be too fatigued to safely return home on their own;
- 3.3.c.4. clean and private facilities for lactation with proximity appropriate for safe patient care, and clean and safe refrigeration resources for the storage of breast milk;
- 3.3.c.5. safety and security measures appropriate to the clinical learning environment site; and,
- 3.3.c.6. accommodations for residents/fellows with disabilities, consistent with the Sponsoring Institution's policy(ies).

Section 4: Institutional GME Policies and Procedures

- 4.1. The Sponsoring Institution must demonstrate adherence to all institutional GME policies and procedures. These policies and procedures must be made available to all residents/fellows at all times.
- 4.2. Special Review
There must be a Special Review policy, which must:
 - 4.2.a. describe the process for identification and oversight of potentially underperforming programs;
 - 4.2.b. establish criteria for underperformance that include, at a minimum, program accreditation statuses of Initial Accreditation with Warning, Continued Accreditation with Warning, and adverse accreditation statuses as defined in ACGME policies;
 - 4.2.c. describe the procedure(s) for conducting the Special Review, and require a written Special Review report that includes, at a minimum:
 - 4.2.c.1. the identified areas of potential underperformance, the date when the GMEC was notified of an underperforming program, and action plans and the process for GMEC monitoring of the program's process toward improvement.
 - 4.2.d. The initial findings of the Special Review must be presented to the GMEC within six months of identification of an underperforming program.
- 4.3. Resident/Fellow Appointments
The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment, selection, eligibility, and appointment consistent with the ACGME

Institutional and Common Program Requirements, and Recognition Requirements (if applicable) that ensures any qualified applicant is considered eligible for appointment to an ACGME-accredited program, and must monitor each of its ACGME-accredited programs for compliance.

- 4.3.a. An applicant invited to interview for a resident/fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointments.
- 4.3.b. Applicants must be provided with:
 - 4.3.b.1. information regarding salary, benefits, professional liability coverage, and disability insurance accessible to residents/fellows;
 - 4.3.b.2. institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence;
 - 4.3.b.3. health insurance accessible to residents/fellows and their eligible dependents; and,
 - 4.3.b.4. information or a reference related to the applicant's eligibility for the relevant American Osteopathic Association (AOA), American Board of Medical Specialties (ABMS), or other specialty board examination(s).
- 4.4. Agreement of Appointment/Contract

The Sponsoring Institution must ensure that residents/fellows are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. The Sponsoring Institution must monitor each of its ACGME-accredited programs with regard to implementation of terms and conditions of appointment.

 - 4.4.a. The contract/agreement of appointment must directly contain or provide a reference to the following items:
 - 4.4.a.1. resident/fellow responsibilities;
 - 4.4.a.2. duration of appointment;
 - 4.4.a.3. salary for residents/fellows;
 - 4.4.a.4. conditions for reappointment and promotion to a subsequent PGY level;
 - 4.4.a.5. grievance and due process;
 - 4.4.a.6. professional liability insurance, including a summary of pertinent information regarding coverage;

- 4.4.a.7. health insurance benefits for residents/fellows and their eligible dependents;
- 4.4.a.8. disability insurance for residents/fellows;
- 4.4.a.9. vacation and leave(s) of absence for residents/fellows, including medical, parental, and caregiver leave(s) of absence, and compliant with applicable laws;
- 4.4.a.10. information related to eligibility for specialty board examinations; and,
- 4.4.a.11. institutional policies and procedures regarding resident/fellow clinical and educational work hours and moonlighting.

4.5. Promotion, Appointment Renewal, and Dismissal

The Sponsoring Institution must have a policy that requires each of its ACGME-accredited programs to determine the criteria for promotion and/or renewal of a resident's/fellow's appointment.

- 4.5.a. The Sponsoring Institution must ensure that each of its programs provides a resident/fellow with a written notice of intent when that resident's/fellow's agreement will not be renewed, when that resident/fellow will not be promoted to the next level of education, or when that resident/fellow will be dismissed.
- 4.5.b. The Sponsoring Institution must have a policy that provides residents/fellows with due process relating to the following actions regardless of when the action is taken during the appointment period: suspension; non-renewal; non-promotion; dismissal.

4.6. Grievances

The Sponsoring Institution must have a policy that outlines the procedures for submitting and processing resident/fellow grievances at the program and institutional level and that minimizes conflicts of interest.

4.7. Professional Liability Insurance

The Sponsoring Institution must ensure that residents/fellows are provided with professional liability coverage, including legal defense and protection against awards from claims reported or filed during participation in each of its ACGME-accredited programs, or after completion of the program(s) if the alleged acts or omissions of a resident/fellow are within the scope of the program(s).

- 4.7.a. The Sponsoring Institution must ensure that residents/fellows are provided with official documentation of the details of their professional liability coverage before the start date of their resident/fellow appointment.
- 4.7.b. The Sponsoring Institution must ensure that residents/fellows are provided with written advance notice of any substantial change to the details of their professional liability coverage.

4.8. Health and Disability Insurance

The Sponsoring Institution must ensure that residents/fellows and their eligible dependents have access to health insurance benefits effective no later than the first day residents/fellows are required to report for duty.

- 4.8.a. If there is any delay between the first day of employment or required reporting and the effective date of insurance coverage, residents/fellows must be informed, in advance, regarding options for interim coverage.
- 4.8.b. The Sponsoring Institution must ensure that residents/fellows have access to disability insurance benefits effective no later than the first day residents/fellows are required to report for duty.
 - 4.8.b.1. If there is any delay between the first day of employment or required reporting and the effective date of insurance coverage, residents/fellows must be informed, in advance, regarding options for interim coverage.
- 4.9. Vacation and Leaves of Absence
The Sponsoring Institution must have a policy for vacation and leaves of absence, consistent with applicable laws, which must:
 - 4.9.a. provide residents/fellows with a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during an ACGME-accredited program, starting the day of employment;
 - 4.9.b. provide residents/fellows with at least the equivalent of 100 percent of their salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken;
 - 4.9.c. provide residents/fellows with a minimum of one week of paid time off reserved for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken;
 - 4.9.d. ensure the continuation of health and disability insurance benefits for residents/fellows and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence;
 - 4.9.e. describe the process for submitting and approving requests for leaves of absence; and,
 - 4.9.f. ensure that each of its ACGME-accredited programs provides its residents/fellows with accurate information regarding the impact of an extended leave of absence on the criteria for satisfactory completion of the program and on a resident's/fellow's eligibility to participate in examinations by the relevant certifying board(s).
- 4.10. Resident Services
 - 4.10.a. Physician Impairment

The Sponsoring Institution must have a policy, not necessarily GME-specific, which addresses physician impairment.

4.10.b. Harassment

The Sponsoring Institution must have a policy, not necessarily GME-specific, covering sexual and other forms of harassment, that allows residents/fellows access to processes to raise and resolve complaints in a safe and non-punitive environment and in a timely manner, consistent with applicable laws and regulations.

4.10.c. Accommodation for Disabilities

The Sponsoring Institution must have a policy, not necessarily GME-specific, regarding accommodations for disabilities consistent with all applicable laws and regulations.

4.10.d. Discrimination

The Sponsoring Institution must have policies and procedures, not necessarily GME-specific, prohibiting discrimination in employment and in the learning and working environment, consistent with all applicable laws and regulations.

4.11. Supervision

The Sponsoring Institution must maintain an institutional policy regarding supervision of residents/fellows. Sponsoring Institutions with only one ACGME-accredited program may use a program supervision policy to serve as the institutional supervision policy.

4.11.a. The Sponsoring Institution must ensure that each of its ACGME-accredited programs establishes a written, program-specific, supervision policy consistent with the ACGME Common and applicable specialty-/subspecialty-specific Program Requirements.

4.12. Moonlighting

The Sponsoring Institution must maintain a policy on moonlighting. Sponsoring Institutions with only one ACGME-accredited program may use a program moonlighting policy to serve as the institutional supervision policy. This policy must include that:

4.12.a. residents/fellows must not be required to engage in moonlighting;

4.12.b. residents/fellows must have written permission from their program director to moonlight;

4.12.c. an ACGME-accredited program will monitor the effect of moonlighting activities on a resident's/fellow's performance in the program, including that adverse effects may lead to withdrawal of permission to moonlight; and,

4.12.d. the Sponsoring Institution or individual ACGME-accredited programs may prohibit moonlighting by residents/fellows.

4.13. Vendors

The Sponsoring Institution must maintain a policy, not necessarily GME-specific, that

addresses interactions between vendor representatives/corporations and residents/fellows.

4.14. Non-Competition

The Sponsoring Institution must maintain a policy that states that neither the Sponsoring Institution nor any of its ACGME-accredited programs will require a resident/fellow to sign a non-competition guarantee or restrictive covenant.

4.15. Substantial Disruptions in Patient Care or Education

The Sponsoring Institution must maintain a policy consistent with the ACGME Policies and Procedures that addresses support for each of its ACGME-accredited programs and residents/fellows in the event of a disaster or other substantial disruption in patient care or education.

- 4.15.a. This policy must include information about assistance for continuation of salary, benefits, professional liability coverage, and resident/fellow assignments.

4.16. Closures and Reductions

The Sponsoring Institution must maintain a policy that addresses GMEC oversight of reductions in size or closure of each of its ACGME-accredited programs, or closure of the Sponsoring Institution that includes that:

- 4.16.a. the Sponsoring Institution must inform the GMEC, DIO, and affected residents/fellows as soon as possible when it intends to reduce the size of or close one or more ACGME-accredited program(s), or when the Sponsoring Institution intends to close; and,
- 4.16.b. the Sponsoring Institution must allow residents/fellows already in (an) affected ACGME-accredited program(s) to complete their education at the Sponsoring Institution, or assist them in enrolling in (an) other ACGME-accredited program(s) in which they can continue their education.