



Guidelines for Participating Site Change Requests Review Committee for Neurological Surgery

Changes in rotations that in turn require a change to a program's participating sites must be initiated by submitting a request for a participating site change in the ACGME's Accreditation Data System (ADS). The Review Committee must approve all such requests before residents may rotate at the new proposed participating site. This is required for any type of rotation: one-time elective; standing elective; required rotation; research rotation.

What follows is an outline that specifies what is required for such requests and how that information is to be provided to the Review Committee. For all rotations during which residents will perform cases, regardless of whether or not those cases will be entered into the ACGME Case Log System, refer to the requirements noted in the column labeled Checklist 1. **For a rotation during which residents will *not* perform cases (e.g., a research-only rotation) the Completed Institutional Operative Data Form is not required.** Information submitted through e-mail must be provided as a PDF document to Review Committee staff.

Required Application Information	Submitted through	Checklist 1
Educational Rationale <ul style="list-style-type: none"> detailed explanation of the need for the request how the participating site will be used plan to mitigate disruption of the education of the rotating resident, as well as to those remaining for a distant site, a description of provision for housing/travel assistance 	ADS	X
Current block schedule	ADS	X
Proposed block schedule	ADS	X
Completed Institutional Operative Data Form (found on Review Committee web page)	e-mail	X
Signed Program Letter of Agreement, including goals and objectives	e-mail	X
CV of the proposed site director	e-mail	X
Letter from an official at the participating site regarding other learners to include the following: <ul style="list-style-type: none"> number of residents, including those from outside ACGME accredited neurological surgery programs, and fellows currently utilizing the site assessment of how resources will be managed to ensure that all current residents as well as the additional resident(s) from the applying program have sufficient learning opportunities to meet expected goals 	e-mail	X

Please note the following:

- While the ABNS must pre-approve all elective experiences for all residents, such approval is not required by the Review Committee for each use of a standing elective or required rotation. The Review Committee must be contacted when there is any change to any rotations (PR I.B.4). Please contact the Executive Director.
- If a request for a participating site change is denied, the program must remove the participating site from ADS within two weeks of notification of the Committee's decision.
- Requests for international rotations require additional information. Please consult the document "International Rotation Application Process," found on the Review Committee web page.
- Requests for participating site changes and international rotations must be completed and received by the Review Committee staff prior to the agenda close date of a regularly scheduled Review Committee meeting (dates are posted on the Review Committee web page).