

Criteria for Review and Approval of Interim Program Directors Review Committee for Surgery

Rationale

There may be situations in programs when a qualified program director cannot be immediately appointed or when a temporary absence of the permanent program director is anticipated, such as in the following examples:

- Illness or injury
- Death
- Military deployments
- Sudden relocation of the program director to another institution
- Appointment of the program director to a new role in the institution under urgent circumstances

Under such conditions, the proposed program director may lack all of the required qualifications, such as time in rank, experience with graduate medical education, or scholarly activity, but appears to have the time and support of the institution to perform the operational duties of the role.

Approval Process

- In situations where an interim program director is needed as a temporizing measure to provide stability to a program, a request should be entered into the ACGME's Accreditation Data System (ADS), and "interim" should be the chosen term of appointment.
- Upon submission of the request for approval, the institution/program must submit an action plan outlining the support (e.g., institutional, division, department, program) that will be provided to the interim program director, the plan for recruitment or placement of a qualified permanent program director, and the anticipated timeline until such placement. This action plan should be submitted by email to Dr. Chris Fox, Executive Director: cfox@acgme.org
- If approved, the program will be notified that this program director has a "term appointment."
- The program must submit a progress report six months following the request for approval of the interim program director if a qualified program director has not been appointed and approved by the Review Committee for Surgery. This progress report should be submitted to Dr. Fox at the above-noted e-mail address.

All correspondence sent to Dr. Fox must be reviewed and signed by the institution's designated institutional official (DIO). Program Requirement II.A.4.o) states:

"The program director must obtain DIO review and co-signature on all program application forms, as well as any correspondence or document submitted to the ACGME that addresses"

II.A.4.o).(1) program citations; and/or,

II.A.4.o).(2) request for changes in the program that would have significant impact, including financial, on the program or institution.

If an interim program director with a term appointment is approved, the program will be granted a temporary exception to Program Requirement II.A.2., which specifies the program director be appointed for a term that ensures continuity of leadership. Programs failing to identify a qualified program director in a timely manner or to submit the required progress report after six months may be reviewed by the Review Committee for compliance.