

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE**  
**Office of Educational Affairs**

<b>Approval Date:</b> 11/7/2023	<b>Subject:</b> ACGME ADS and AAMC GME Track	<b>Page 1 of 1</b>
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**ACGME Web Accreditation Data System (ADS) and AAMC GME Track**

The ACGME Accreditation Data System (ADS) and AAMC GME Track are national databases maintained by external agencies that are essential to UFCOM-J Programs. As both systems require submission of data collected and maintained by the programs and the Office of Educational Affairs, the following procedures apply:

**ACGME ADS Annual Update procedure:**

1. Annual Update opens (early July through end of August/September). OEA will notify programs of the due date for OEA review.
2. Program coordinators and program directors complete both the program and resident updates in ADS.
3. Programs notify the OEA when their submission is ready for review.
4. Upon completion of the review, the program will be notified by the OEA of any additional revisions needed.
5. Programs are notified when the OEA confirms the update is ready for submission to the ACGME via ADS.
6. The DIO approves the program's submission in ADS.
7. Programs are responsible for ADS information updates throughout the academic year. This includes resident and faculty roster changes, i.e. new appointments or terminations, and major changes to the program.
8. OEA is responsible to update any program director or program coordinator information when changes occur throughout the academic year.

**AAMC GME Track procedure:**

1. Program Survey update opens (early update opens in May, closes in July); Resident/Fellow update opens (mid to late July, closes end of September).
2. OEA will notify programs of the due date for OEA review.
3. Program coordinator completes the program and resident updates. Program director should do final review.
4. Programs will notify OEA when their submission is ready for review.
5. Upon completion of the program/resident review, the program will be notified by the OEA that the update is complete for submission or that additional reviews are needed.
6. Programs are notified when the OEA confirms the update is ready for submission to the AAMC via the GME Track system.