

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE
Office of Graduate Medical Education

POLICY: ACGME ADS and AAMC GME Track	
Approved by: GMEC	Page 1 of 1
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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 Graduate Medical Education, the following procedures apply:

ACGME ADS Annual Update procedure:

1. Annual Update opens (early July through end of August/September). OGME will notify programs of the due date for OGME review.
2. Program coordinators and program directors complete both the program and resident updates in ADS.
3. Programs notify the OGME when their submission is ready for review.
4. Upon completion of the review, the program will be notified by the OGME of any additional revisions needed.
5. Programs are notified when the OGME 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. OGME 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. OGME will notify programs of the due date for OGME review.
3. Program coordinator completes the program and resident updates. Program director should do final review.
4. Programs will notify OGME when their submission is ready for review.
5. Upon completion of the program/resident review, the program will be notified by the OGME that the update is complete for submission or that additional reviews are needed.
6. Programs are notified when the OGME confirms the update is ready for submission to the AAMC via the GME Track system.