

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE
Office of Educational Affairs

Approval Date: 11/2/21	Subject: DIO Review Policy and Procedure	Page: 1 of 1
Approved by: GMEC		Revised Date: 4/1/06; 3/1/11; 5/12/17; 10/4/21
Effective Date: 7/1/03		Reviewed Date: 5/5/17; 10/4/21

The Senior Associate Dean for Educational Affairs (DIO) or a designee must review and approve all any correspondence or documents submitted to the ACGME or RRC (ACGME Institutional Requirements I.B.4.b).

As specified in the ACGME Institutional Requirements, those items listed in the ACGME Institutional Requirements shall be reviewed and approved by the DIO and GMEC. These include the following:

- I.B.4.b).(1) institutional GME policies and procedures; (Core)
- I.B.4.b).(2) GMEC subcommittee actions that address required GMEC responsibilities; (Core)
- I.B.4.b).(3) annual recommendations to the Sponsoring Institution's administration regarding resident/fellow stipends and benefits; (Core)
- I.B.4.b).(4) applications for ACGME accreditation of new programs; (Core)
- I.B.4.b).(5) requests for permanent changes in resident/fellow complement; (Core)
- I.B.4.b).(6) 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; (Core)
- I.B.4.b).(7) additions and deletions of each of its ACGME-accredited programs' participating sites; (Core)
- I.B.4.b).(8) appointment of new program directors; (Core)
- I.B.4.b).(9) progress reports requested by a Review Committee; (Core)
- I.B.4.b).(10) responses to Clinical Learning Environment Review (CLER) reports; (Core)
- I.B.4.b).(11) requests for exceptions to duty hour requirements; (Core)
- I.B.4.b).(12) voluntary withdrawal of ACGME program accreditation; (Core)
- I.B.4.b).(13) requests for appeal of an adverse action by a Review Committee; and, (Core)
- I.B.4.b).(14) appeal presentations to an ACGME Appeals Panel; and, (Core)
- I.B.4.b).(15) exceptionally qualified candidates for resident/fellow appointments who do not satisfy the Sponsoring Institution's resident/fellow eligibility policy and/or resident/fellow eligibility requirements in the Common Program Requirements. (Core)

All verbal communication with the RC secretary should be discussed with the DIO prior to contact being made.

For new program applications, ADS data and specialty document must be delivered to the DIO by the deadlines specified by the Office of Educational Affairs.