



Guide to Program Accreditation Letter

Summary of what is to be included in each section is indicated in italics

DATE

Letter addressed to Program Director

Dear Dr. Program Director,

The ACGME-International Residency Review Committee has reviewed the application for foundational and advanced specialty accreditation submitted by the following program:

Specialty: Name of Specialty

Sponsoring Institution Name

Name of Hospital – Primary clinical site

Name of participating site

Name of participating site

Name of participating site

Country

Program Number: Assigned by ADS staff by Country

Based on all of the information available to the Review Committee at the time of its recent meeting, the Committee renders a decision as follows:

Foundational Status: *See ACGME-I Manual of Policies and Procedures for accreditation status options*

Effective Date:

Advanced Specialty Status: *See ACGME-I Manual of Policies and Procedures for accreditation status options*

Maximum Number of Residents: *Based on the program's requested number and the Review Committee's evaluation of the resources to support the request. The RC may approve a number less than what was requested if it judges the resources can only support a smaller number.*

Residents per level:

Effective Date:

Approximate Date of Next Site Visit: *Program is notified about four months prior to scheduled site visit date.*

Cycle Length: *See ACGME-I Manual of Policies and Procedures for cycle lengths associated with each accreditation status option. The approximate date of the site visit will reflect the cycle length.*

EXTENDED CITATIONS – *Lists previous citations that the International Review Committee judged are not yet resolved. Citations related to International Foundational Requirements are listed first followed by citations for Advanced Specialty Requirements*

High level descriptor of the citation Requirement | Since: Date of Review Committee action | Status: Extended

****If a progress report is requested, it will be indicated here.**

Requirement Section heading/Secondary heading/etc.

Specific Requirement Number, such as II.B.3

The specific requirement that was judged by the Review Committee to be non-compliant

Original rationale for issuing the citation at the date listed above. A description of why the Review Committee judged the program to be not in substantial compliance with the above stated requirement. The rationale may include reference to the submitted application materials and/or information in the site visitor's report.

Continued Non-Compliance : date that the International Review Committee extended the citation. A description of why the Review Committee judged that the program was not in substantial compliance on the date of the review noted above. This pattern is repeated for all extensions of the citation.

This pattern is repeated to describe all areas that the Review Committee judged the program not in substantial compliance with the requirements.

NEW CITATIONS – Lists new citations that the International Review Committee judged are not yet resolved. Citations related to International Foundational Requirements are listed first followed by citations for Advanced Specialty Requirements

High level descriptor of the citation Requirement | Since: Date of Review Committee action | Status: New

****If a progress report is requested, it will be indicated here.**

Requirement Section heading/Secondary heading/etc.

Specific Requirement Number, such as V.B.3

The specific requirement that was judged by the Review Committee to be non-compliant

A description of why the Review Committee judged the program to be not in substantial compliance with the above stated requirement. The rationale may include reference to the submitted application materials and/or information in the site visitor's report.

This pattern is repeated to describe all areas that the Review Committee judged the program not in substantial compliance with the requirements.

RESOLVED CITATIONS – Lists citations that the International Review Committee judges to be resolved. The program is now in substantial compliance with these requirements, and no additional information will be needed from the program. Resolved citations for International Foundational Requirements are listed first, followed by resolved citations for Advanced Specialty Requirements.

High level descriptor of the citation Requirement | Since: Date of Review Committee action | Status: Resolved

Requirement Section heading/Secondary heading/etc.

Specific Requirement Number, such as V.B.3

The specific requirement that was judged by the Review Committee to be non-compliant

A description of why the Review Committee judged the program to be not in substantial compliance with the above stated requirement. The rationale may include reference to the submitted application materials and/or information in the site visitor's report.

This pattern is repeated to describe all areas that the Review Committee judged the program is now in substantial compliance with the requirements.

Type of Response for Progress Report

If a progress report(s) is requested the information that the International Review Committee is requesting and the date that the report is due will be described here.

High level descriptor of the citation Requirement | Since: Date of Review Committee action | Status: New or Extended

Requirement Section heading/Secondary heading/etc.

Specific Requirement Number, such as V.B.3

The specific requirement that was judged by the Review Committee to be non-compliant

A description of why the Review Committee judged the program to be not in substantial compliance with the above stated requirement. The rationale may include reference to the submitted application materials and/or information in the site visitor's report.

Type of Progress Report – *indicates the exact information requested and the deadline for sending the information to the ACGME-I Executive Director.*

This pattern is repeated to describe all progress reports requested by the Review Committee.

Other Comments

The letter may include additional text here such as:

Commendation for exemplary institutional performance

Approval of a major change

Based on information provided during review of the application, the Review Committee may also identify one or more areas for improvement. Areas for improvement are not citations and do not have to be answered on subsequent reviews; however, if the concerning trends noted continue, they may become citations on subsequent reviews.

It is the policy of the ACGME-International and its Review Committee that each time an action is taken regarding the accreditation status of a program, the residents and applicants (those invited for interviews) must be notified. In addition, this office must be notified of any major changes in the organization of the program. When corresponding with this office, please identify the program by number and name as indicated above. Changes in participating institutions and changes in leadership must be reported to the Review Committee using the ACGME-I Accreditation Data System.

Sincerely yours,



Lorraine Lewis, EdD

Executive Director, International Accreditation, ACGME International (ACGME-I)

ACGME-International Review Committee

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cc: *DIO of the sponsoring institution*
Participating sites