

Accreditation Overview

Residency programs must demonstrate substantial compliance with requirements established by the Review Committee for the specialty to be accredited. There are 27 Review Committees, each with specialty-specific program requirements, but all contain a subset of common program requirements (CPR) that all programs, regardless of specialty, must meet. The recently revised CPR reflect the transition from a process-oriented resident education to one of outcomes. While requirements for resources and process remain, their number and scope have been reduced, and specific competency-based requirements have been integrated.

As part of the accreditation process, program information is collected from a variety of sources including: program-specific information provided by the program director in the Program Information Form (PIF); resident survey question responses; and information collected by field staff (site visitors) as part of the site visit. The PIF contains questions related to the CPR and questions related to specialty-specific requirements. The Common Program Information Form (PIF) effective July 1, 2007 is closely aligned with the revised CPR so that program directors can more easily plan for documenting program compliance with the requirements.

During a site visit, ACGME Field Staff or Specialist Site Visitors interview the program director, faculty, residents/fellows, clinical department leadership, the designated institutional official (DIO) and other relevant individuals, tailoring questions to the individuals interviewed. The goal is to verify the information in the PIF and to clarify any missing or unclear information by seeking to achieve consensus across all participants and other sources of information. On occasions when a consensus cannot be achieved at the end of the site visit, the Site Visitor reports the different comments and the sources of the information. Site Visitors aggregate their findings into an objective, factual report that describes the program's compliance with the Program Requirements.

This *Program Director Guide to the Common Program Requirements* includes explanations of the intent of most common requirements (with a specific focus on those related to competency-based requirements), suggestions for implementing requirements, and bulleted guidelines for the types of expected documentation. Currently, the explanations and expected documentation in this Guide relate only to the CPR. Program directors should consult their specialty program requirements and PIF for additional information. These may be incorporated into future versions of this Guide.

To enhance usability, the Guide has been organized to follow the numbering of the CPR, with explanations and documentation information separately accessible through hyperlinks via the table of contents. Additional hyperlinks to relevant documents, such as the ACGME Policy and Procedures Manual, Institutional Requirements, ACGME Glossary of Terms and Common Acronyms, and FAQs are also included.

Selected resources available on the ACGME website that might be especially useful for new program directors have been collected together as part of the Guide and are listed below.

How does the accreditation process work?

- Overview:
http://www.acgme.org/acWebsite/newsRoom/newsRm_factSheet.asp
- Details (see ACGME Policies and Procedures, section II.B):
http://www.acgme.org/acWebsite/about/ab_ACGMEPoliciesProcedures.pdf

What types of documentation are used for accreditation decisions?

- PIF/ADS questions:
ADS Logon: <https://www.acgme.org/ads/default.asp>
- Case Log information:
<http://www.acgme.org/residentdatacollection/documentation/information.asp>
- Documents:
All programs: [Documents to make available to the site visitor](#)
Documents to attach (see Program-specific Information Form on each Review Committee website):
http://www.acgme.org/acWebsite/navPages/nav_comRRC.asp
Minimum content in current residents' files for site visitor review (see pp. 2-3, ACGM(E)-Bulletin, August 2008):
http://www.acgme.org/acWebsite/bulletin-e/ACG_10_E-Bulletin_Aug08_F.pdf
- Resident Survey questions:
About: http://www.acgme.org/acWebsite/resident_survey/res_index.asp
Survey FAQ: http://www.acgme.org/acWebsite/resident_survey/res_FAQ.asp
- Site Visitor interviews:
Role of Site Visitor in accreditation:
http://www.acgme.org/acWebsite/fieldStaff/fs_siteRole.asp
Site Visit FAQ: http://www.acgme.org/acWebsite/fieldStaff/fs_faq.asp

What is included in the Letter of Notification for Continued Accreditation?

- Key to Standard Letter of Notification for Continued Accreditation:
<http://www.acgme.org/acWebsite/utility/KeyStandard.pdf>

The Guide is intended to clarify the meaning and expectations of the CPR. Review Committee executive directors, Review Committee chairs and members, field staff, and program directors provided review and input. It will be regularly revised based on user feedback and revised as requirements change. Please email comments and suggestions to: Guide@acgme.org.

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