

I. POLICY STATEMENT

In addition to oversight of Accreditation Council for Graduate Medical Education (ACGME) programs, the University of Florida (UF) Graduate Medical Education (GME) Office oversees a number of non-ACGME accredited programs. This oversight ensures high-quality programs that best prepare our trainees for their expected position at graduation.

II. REASON FOR POLICY

The Accreditation Council for Graduate Medical Education (ACGME) offers Institutional Recognition to sponsoring institutions with non-standard training programs. This policy ensures a consistent approach to oversight of all non-ACGME accredited programs which includes but is not limited to the requirements outlined by ACGME.

III. SCOPE

This policy applies to all residents and fellows (hereinafter “Housestaff”) in training programs not accredited by the Accreditation Council for Graduate Medical Education (ACGME). These programs may be approved by the American Board of Medical Specialties (ABMS), and/or sponsored by the UF College of Medicine.

IV. DEFINITION OF TERMS

- a. Non-ACGME accredited program: Clinical training for physicians in a subspecialty program for which there is not ACGME accreditation. Non-standard training programs are a subset of this category.
- b. Non-standard training (NST) program: Clinical training for foreign national physicians in advanced specialty programs for which there is no ACGME accreditation or American Board of Medical Specialties Member Board certification. (From ACGME Glossary of terms, accessed 7/18/2023: [Microsoft Word - ab_ACGMEglossary](#))
- c. Non-standard trainee: A physician in a non-standard training program which holds a J-1 visa sponsored by the Educational Commission of Foreign Medical Graduates. (From ACGME Glossary of terms, accessed 7/18/2023: [Microsoft Word - ab_ACGMEglossary](#))

V. PROCEDURES

- a) All non-ACGME accredited programs must:
 - a. Be affiliated with an existing ACGME accredited residency or fellowship program and a recognized clinical department.
 - b. Identify a single Program Director (PD), from among the physician faculty members of the specialty, responsible for the operation of the program and the oversight of trainee supervision, education, and assessment
 - c. Identify a training program liaison with adequate time and resources to support the program
 - d. Follow UF GME policies and procedures
 - e. Define prerequisite education and/or training for entry into the program
 - f. Ensure all trainees appointed to the program meet the prerequisites
 - g. Make available to trainees and faculty a curriculum that includes:
 - i. Overall educational goals for the program
 - ii. Delineation of trainee responsibilities for patient care, patient management and supervision
 - iii. Describe required educational experiences, didactic sessions, assessment methods, and procedural experience requirements
 - h. Initial and formal assessments:
 - i. No later than 3 months from trainee starting date, each PD (or designee) must complete an initial competence assessment of the trainee including an ACGME milestone assessment from the most closely related ACGME-accredited specialty or sub-specialty
 - ii. A supervising faculty must be physically present to supervise the trainee with all patients until the PD has documented the trainee's ACGME milestones achievement as a sufficient basis for delegating progressive authority and responsibility and conditional independence
 - iii. The PD (or designee) must meet with the trainee to review a mid-year and end of year evaluation of performance
 - i. Evaluation/Assessment:
 - i. Summative assessments must be provided by the PD for each trainee at completion or separation from the program
 - ii. Programs are encouraged to implement faculty and program evaluations by housestaff in New Innovations
 - j. Ensure trainees clinical and educational hours, including moonlighting when applicable, are limited to no more than 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities and clinical responsibilities completed at home
 - k. Ensure trainees are scheduled for a minimum of one day in seven free of required clinical and educational responsibilities (when averaged over four weeks) or moonlighting activities. At home clinical responsibilities cannot be assigned on these free days.

- b) The affiliated clinical department must ensure availability of adequate personnel, clinical activities and physical space to support the program and ensure there is not an adverse impact on other learners in associated programs, including but not limited to ACGME and other non-ACGME accredited programs.

- c) A Non-ACGME Accredited Program Oversight Committee will:
 - a. Be a sub-committee of the UF College of Medicine Graduated Medical Education Committee (GMEC).
 - b. Be comprised, at a minimum, of one each of the following members:
 - i. Non-ACGME accredited PD
 - ii. Program Coordinator
 - iii. Two Housestaff members
 - c. Review all UF GME policies to determine if an individual policy should apply to non-ACGME accredited programs, and make recommendations to GMEC regarding these policies when appropriate
 - d. Review and approve the program description of each non-ACGME accredited program, including a description of any specific qualification for the PD
 - e. Complete and document at least annually in a report to GMEC an assessment of
 - i. Supervision and assessment of trainees
 - ii. The impact of the program on other learners

- d) PDs will be approved by GMEC

- e) In addition to above, all NST programs must follow the Recognition Requirements for NST programs outlined by ACGME.

Approved by GMEC, 10/19/2023