

University of Colorado School of Medicine

Graduate Medical Education

Policy: Program Coordinator FTE Support for Non-ACGME Fellowships		
Original Approval: March 16, 2022	Effective date: July 1, 2022	Revision Date:

In this document, “Resident” refers to both specialty Residents and subspecialty Fellows.

Purpose:

The program coordinator is a key member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management appropriate to the complexity of the program. Program coordinators are expected to develop in-depth knowledge of the ACGME and Program Requirements, including policies and procedures. Program coordinators assist the program director in meeting accreditation requirements, educational programming, and support of residents.

There is lack of consensus across the Accreditation Council for Graduate Medical Education (ACGME) specialty-specific program requirements regarding the program coordinator full-time equivalent (FTE) allocation needed to effectively administer non-accredited fellowship programs. The purpose of this policy is to ensure that individuals are given the appropriate amount of FTE to support non-accredited programs in addition to the ACGME training programs that have guidelines to allocations and support.

Policy:

CU SOM minimum FTE for PC allocation for administration of the program:

	PC
ACGME Program	Consult ACGME specialty specific requirements for required FTE. If not specified, minimum = 0.3 FTE
Non-ACGME Program	0.3 FTE

Coordinators may support more than one accredited program only if the total FTE required across programs does not exceed 1.0 FTE.

It is important to note that the ACGME FTE support defined in the requirements must be devoted exclusively to responsibilities related to the program. Time spent by a coordinator related to other duties, such as providing support for other departmental responsibilities, or unaccredited fellowships must not be counted toward the required FTE. Programs are encouraged to consider whether additional time and support should be provided based on factors such as program complexity, the administrative responsibilities delegated to the coordinator, and level of experience of the coordinator.

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Process:

All proposed non-ACGME accredited programs must be approved by GMEC. GMEC will not approve requests for new non-accredited programs for which ACGME accreditation is available unless completion of the program will not lead toward ABMS board certification. If ACGME accreditation becomes available for an established non-ACGME accredited program, the program must promptly apply for ACGME accreditation.

Oversight for non-ACGME accredited programs by GMEC is necessitated by the policies of the following national organizations:

1. Accreditation Council for Graduate Medical Education (ACGME): Common Program Requirements III.D - Appointment of fellows and other learners (including, but not limited to, residents from other specialties, subspecialty fellows, PhD students, and nurse practitioners) in the program must not interfere with the appointed residents' education. The program director must report the presence of other learners to the DIO and GMEC in accordance with sponsoring institution guidelines. University of Colorado School of Medicine Graduate Medical Education
2. Educational Commission for Foreign Medical Graduates (ECFMG) Requirement for Non-Standard Training - The ECFMG defines non-standard training as "an advanced clinical subspecialty discipline or pathway for which there is no ACGME accreditation and/or ABMS member board certification available." Programs seeking to enroll foreign nationals requiring J-1 visa sponsoring in non-standard training must meet the criteria as defined by ECFMG.
3. National Residency Match Program (NRMP): Institution User Guide Pg. 16 - The NRMP Institutional Official must attest to oversight responsibility for non-ACGME accredited fellowships to indicate that unaccredited programs are under the institution's governance or that an affiliation agreement exists.