CRitical components of your institutional application

FEbruary 5, 2015 | partners in medical education | course handout

## 2015 Timeline Depicting Availability of ACGME Resources and Applications for Osteopathic Programs

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## Required Attachments to be Uploaded with the ACGME Institutional Application

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| Attachments | Institutional Requirement | Description | Complete |
| Attachment 1: Organization Chart 1-Graduate Medical Education Committee (GMEC) | **(1.A.5.a)** | An organizational chart(s) that identifies the position of the Graduate Medical Education Committee (GMEC) in the Sponsoring Institution’s reporting structure, including its relationship to the governing body. |[ ]
| Attachment 2: Organization Chart 2-Designated Institutional Official (DIO) | **(1.A.5.b)** | An organizational chart that identifies the position of the DIO, the position to which the DIO reports, and the positions that report to the DIO, including program director(s) (do not list each program). |[ ]
| Attachment 3: Statement of Commitment | **(I.A.6)** | A signed copy of the most current written Statement of Commitment. |[ ]
| Attachment 4: GMEC Membership (see template included) | **(I.B.1.a-d, 1.B.2.a)** | Complete the template provided for Attachment 4 (see following page) to list the current GMEC voting members, including names, titles, and program affiliations, as well as the PGY level for each peer-selected resident member from within the Sponsoring Institution’s ACGME-accredited programs. Also include a list of GMEC subcommittees that address GMEC responsibilities, with members’ names, titles, and program affiliations (if applicable). |[ ]
| Attachment 5: GMEC Minutes | **(I.B.2.b, I.B.3.a-b, I.B.4.a-b)** | Provide copies of the minutes from all GMEC meetings that have occurred in the year prior to the site visit (arranged in chronological order starting with the earliest date to the most recent meeting).Minutes should be detailed enough to enable the IRC to verify that the GMEC is executing all required GMEC functions and responsibilities (including *verification that subcommittee minutes have been reviewed and approved by the GMEC*). Minutes should be annotated to identify *when* the GMEC has fulfilled each of its responsibilities as outlined in the Institutional Requirements. |[ ]
| Attachment 6: Annual Institutional Review Summaries | **(I.B.5.a-b)** | A copy of the two most recent written executive summaries of the Annual Institutional Reviews as presented to the governing body. |[ ]
| Attachment 7: Special Review Protocol | **(I.B.6.a.1)** | A copy of GMEC Special Review Protocol |[ ]
| Attachment 8: Special Review Reports (if available) | **(I.B.6.a.2)** | A copy of any Special Review reports that have been conducted by the GMEC in the past two years. |[ ]

**ATTACHMENT 4 TEMPLATE**

**GMEC Membership:** Complete the template below to include all voting members of the GMEC. Rows may be added or deleted from each table to correspond to actual/predicted GMEC size.

**Non-Resident Members**

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| **Name** | **Title** | **Program (if applicable)** |
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**Resident Members**

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| **Name (if available)** | **Program** | **Post-Graduate Year** |
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