RESIDENCY ADMINISTRATIVE POLICY

ACGME-I Accreditation Letters of Notifications

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Process Owner: Clara Sin
Assistant COO & Director, GME Office / Medical Affairs-Education

Approval: A/P Shirley Ooi
Designated Institutional Official (DIO), NUHS Residency

Description of Content/Change:
☑ New Document  ☐ Major Content Change  ☐ Minor Content Change  ☐ Non-content Change  ☐ Deletions Only

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Applicability:
☐ NUHS Corporate Office  ☑ NUH  ☐ NUS – SoM/FoD (Executive & Professional Employees Only)

1.0 Objectives

1.1 To ensure that all citations in the Letters of Notifications (LoN) from ACGME-I are reviewed and answered.

2.0 Scope

2.1 The policy applies to all programs going through ACGME-I accreditation.

3.0 Policy

3.1 All programs are to draw up an action plan to address citations.

3.2 Action plans are to be reviewed and passed by the Graduate Medical Education Committee (GMEC).

4.0 Guidelines & Procedures

4.1 The DIO is alerted by ACGME-I that the LONs are posted in the Accreditation Data System (ADS). The LONs are downloaded and the GME Office notifies Program Directors (PDs) to access their program’s LoN from ADS.

4.2 GME Office will update CEO, CMB, VCMB Education on the status of the accreditation.
4.3 GME Office will then forward the LoNs to the respective Head of Departments, copied to PDs and Program Coordinators (PCs).

4.4 Centrally, GME Office reviews all LoNs and takes note of the programs that require a follow-up report to be submitted to ACGME-I and the next accreditation cycle date.

4.5 The GME Office will collate all queries from programs regarding the LoN and centrally e-mail ACGME-I as an SI for clarification.

4.6 PDs are to review their LoNs and to draw up a follow up action plan addressing citations 2 months after LoNs are released and queries have been addressed. Follow up plans should be written in the template (Appendix A).

4.7 All follow up reports are to be reviewed and passed at the next GMEC Meeting.

4.8 The GME Office will track progress of the follow up action plans 6 months after the report has been approved.

5.0 Workflow

**LON from ACGME**

- DIO Office receives LoNs; sends to CEO/CMB/VCMB (Edu); sends to HoDs/PDs/PCs;
- DIO Office collates queries from all programs and e-mails ACGME for clarifications;
- PDs to submit action plan to address citations 2 months after LoNs are received and queries answered;
- Action plans are to be reviewed at the next GMEC Meeting;
- DIO Office will track progress of action plan 6 months after reports are approved.
Appendix A: Standard Template for LoN Follow Up Report

NUHS ACGME Letters of Notification Follow Up Plan

Program:

Citation:

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Program Director | Signature | Date
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Reviewed by DIO | Signature | Date
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