

Departmental Policy Title	Review, Approval and Signature Policy - GME	Policy ID	11317
Keywords	correspondence, oversight, approval, signature		
Department	Graduate Medical Education (GME)		

I. Purpose of Policy

This policy defines the way in which documents and correspondence sent to the Accreditation Council for Graduate Medical Education (ACGME) regarding ACGME-accredited programs at Dartmouth- Hitchcock (D-H) are reviewed and approved by the Graduate Medical Education Committee (GMEC) and the Designated Institutional Official (DIO).

II. Policy Scope

The policy applies to all ACGME-accredited residency and fellowship programs at D-H.

III. Definitions

- **Resident:** Any physician in an ACGME-accredited graduate medical education (GME) program including Residents and Fellows.
- **Designated Institutional Official (DIO):** The individual in a sponsoring institution who has the authority and responsibility for all ACGME-accredited GME programs.

IV. Policy Statement

A. GMEC Review and Approval of Documents

- Documents requiring GMEC review and approval per the ACGME Institutional Program Requirements include:
 - Applications for ACGME accreditation of new programs
 - Requests for permanent changes in Resident complement
 - Major changes in program structure or length of training
 - Additions and deletions of participating sites
 - Appointments of new Program Directors
 - Progress reports requested by a Review Committee
 - Request for appeal of an adverse action by a Review Committee
 - Requests for exceptions to Resident work hour requirements
 - Voluntary withdrawal of program accreditation
 - Appeal presentation to an ACGME Appeals Panel

B. Document Signature

- GMEC approval and co-signature by the DIO attests to the accuracy, completeness, and support of the document's content. A document requiring GMEC approval should be sent to the GME Office no later than one week (seven days) in advance of the GMEC meeting at which the document is reviewed and voted on. Upon approval by the GMEC, the DIO signs the document and returns it to the Program Director.
- For documents that do not require GMEC review and approval, the DIO should receive the document no later than one week (seven days) in advance of the document's due date. Upon DIO review and approval of the document, the DIO signs and returns it to the Program Director.
- The DIO is required to co-sign documents submitted to the ACGME by a Program Director. In the DIO's absence:
 - The Director of GME is granted primary authority to co-sign documents submitted to the ACGME.
 - If the DIO and Director of GME are both absent, the Department Chair is granted authority to co-sign documents submitted to the ACGME.
 - All documents co-signed by the Director of GME or Department Chair are reviewed by the DIO upon return to duty.

V. References

ACGME Institutional Requirements. (2022). Retrieved from ACGME.org

Responsible Owner:	Graduate Medical Education (GME)	Contact(s):	Karen Miller
Approved By:	Chief Medical Officer - D-H Lebanon; GMEC Approver Group; Office of Policy Support - All Other Documents	Version #	4
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Related Policies & Procedures:			
Related Job Aids:			

Printed copies are for reference ONLY. Please refer to the electronic copy for the latest version.

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