



PROGRAM WITH NO EXTERNAL ACCREDITATION

In order to ensure that all GME programs at Nationwide Children's Hospital (NCH) offer high quality education and that the residents or fellows (trainees) deliver patient care consistent with NCH standards:

- 1) Every GME Program must be approved by the Graduate Medical Education Committee (GMEC) and comply with all GME policies and procedures.
- 2) Program Director (PD) must be
 - a) A member of the NCH Medical Staff, approved by his/her NCH Department/Section Chief, and must possess the requisite clinical, educational, and teaching experience to lead this GME program.
 - b) Approved by the GMEC.
- 3) Department/division support
 - a) The department or section must commit to providing sufficient time to the Program Director and Program Coordinator for administration of the program
- 4) Curriculum must
 - a) Define goals, objectives, and learning activities which address the ACGME competencies along with specialty-specific content.
 - b) Be approved by the Program Director(s) of any GME programs whose trainees would be impacted by the new program,
 - c) Be approved by the GMEC.
 - d) Specify the typical length of the program.
 - e) Explain educational impact on other trainees with whom the new resident/fellow would train.
- 5) Trainee Selection
 - a) Trainees must be selected by the PD and the teaching faculty in accordance with NCH GME policy
 - b) The PD is responsible for verifying the credentials of the trainee. Separate credentialing by the Medical Staff is not required.
 - c) Trainees must sign the NCH GME contract which must be maintained in the trainee's file.
 - d) The PD must inform the trainee prior to initiation of the program that the program is not accredited.
- 6) Supervision

- a) Trainees must be supervised in all clinical work.
 - b) The PD must identify the level of supervision commensurate with the trainee's training and abilities.
- 7) Trainee Evaluation
- a) The PD will provide written feedback to the trainee at least every six months (quarterly for one year programs) and at the end of the Program.
 - b) The trainee and the PD will discuss concerns regarding the feedback. If this fails to resolve the concerns, the trainee is entitled to NCH due process.
- 8) Faculty and Program Evaluation
- a) The trainee will periodically evaluate the PD and teaching faculty.
 - b) The PD, teaching faculty, and trainee will periodically review the Program annually. A copy of the written summary report will be submitted to the DIO by October 1 for the preceding academic year.
 - c) The PD will submit the annual documentation of GME Outcomes per the GME Office guidelines.
- 9) Program Documentation
- a) The PD will maintain documentation related to the program including trainees final summative evaluation.
 - b) At the completion of the program, NCH will provide the trainee with a certificate of completion approved by the PD, NCH Department Chair, and the DIO.

Approved by the GME Committee: 3/9/2004; 4/30/2007; 12/15/2010, 2/12/2014