

Participating Site Addition or Deletion Request Form

Per the ACGME Institutional Requirements, the GMEC must give prior approval before programs can add or delete participating sites providing required (not elective) rotations of one month or more in duration.

Program Name	
Name of Participating Site	
Name of Participating Site Director	
Address of Participating Site	
Website for Participating Site	
Describe educational rationale for addition or deletion of participating site.	
Please answer the questions below if requesting the <u>addition</u> of a site:	
Describe faculty coverage and resident supervision at proposed site.	
Describe volume/variety of clinical experience at proposed site.	
Describe site support (technology, equipment, etc.) and educational impact on program's residents, other residents, and/or other programs.	
Will this site provide a required rotation? If so, which rotation(s), which years of training, and how many months per year?	

List the recognized healthcare entity for the site (Joint Commission, CHAP, ACHC, DNV, State Regulatory Commission, Medicare Director-CMS, HFAP, None, or Other).	
What is the ownership or control type of this site (Non-profit, For-profit, Department of Defense, or Government Agency)?	
Type of Site (For example: General/Teaching Hospital, Children's Hospital, Specialty Hospital, Pathology Lab/Medical Examiner's Office, Academic Medical Center/Medical School, Consortium, Ambulatory Care Clinic/Office, Other, Community Hospital, Federally Qualified Health Center, Veteran's Administration, or Independent Academic Medical Center).	
Name of President/CEO of Participating Site	
Phone Number of President/CEO	
Email Address of President/CEO	

In order for a participating site **addition** request to be added to the GMEC agenda for review and approval, the Program Director must submit the following information to the KCU DIO:

- Participating Site Addition or Deletion Request Form (this form)
- Program Letter of Agreement (PLA) using the KCU-GME Consortium template
- Revised sample block schedule using the ACGME template for the specialty

The GMEC will review the new participating site request and either approve or deny the request. If approved by the GMEC, the DIO will add the site to the ACGME Accreditation Data System (ADS), wait for the ACGME's approval, add the site to the program site list in ADS, upload the new block schedule to ADS, and then notify the program. Residents cannot rotate to the new site until all steps are complete.

In order for a participating site **deletion** to be added to the GMEC agenda for review and approval, the Program Director must submit the following information to the KCU DIO:

- Participating Site Addition or Deletion Request Form (this form)
- Revised sample block schedule using the ACGME template for the specialty

The GMEC will review the participating site deletion request and either approve or deny the request. If approved by the GMEC, the program may remove the site from the ACGME Accreditation Data System (ADS) and upload the new block schedule to ADS.