

Guidelines for Submitting a Request for a Participating Site Change Review Committee for Colon and Rectal Surgery

A request to add a participating site must be initiated in the ACGME's Accreditation Data System (ADS) for any location to which a resident rotates, for any duration, for clinical education in colon and rectal surgery. Once all required information has been completed, and the request is submitted, it will be processed by Review Committee staff members, who will contact the program by email to request the following:

- Copy of a properly executed hospital agreement that includes information on privileges and insurance; the agreement must be signed by an authorized hospital official
- CV for the designated site director
- List of faculty members at the participating site who will participate in resident education/supervision
- List of all other learners who will be present at the proposed participating site [other learners include residents from other colon and rectal surgery programs (accredited or unaccredited), residents/fellows from other surgical specialties (whether in ACGME-accredited or non-ACGME-accredited programs); and visiting physicians]
- Completed Institutional Data Report Form for the most recently completed academic year (note that these are cases available at all sites, not just those performed by program residents)
- Current Block Schedule (using the specialty-specific block diagram template available on the Documents and Resources page of the Colon and Rectal Surgery section of the ACGME website)
- Proposed Block Schedule (using the specialty-specific block diagram template available on the Documents and Resources page of the Colon and Rectal Surgery section of the ACGME website)

In addition to the above information, the Review Committee will also review the Case Log reports for the program's residents graduating in each of the past three years. **Programs do not need to provide these reports** as they are already available to the committee.

Residents must not rotate to the proposed participating site until it has been approved by the Review Committee.

Direct questions regarding such requests to Review Committee staff members, contact information for whom can be found on the Colon and Rectal Surgery section of the ACGME website.