

## **Guidelines for Submitting a Request for a Participating Site Change Review Committee for Otolaryngology - Head and Neck 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 goes for any duration for clinical education in otolaryngology – head and neck surgery. The request must be accompanied by an educational rationale, which must include the following:

- Detailed educational rationale for the request
  - Examples include:
    - Need for a specific subspecialty experience, such as pediatrics
    - Ambulatory outpatient experience to supplement medical knowledge gap
    - Increase surgical experience in KIP procedure(s) with anticipated number of operative cases as surgeon or surgeon supervisor
    - Research experience with anticipated scholarly activity and outcome
  - Plan to mitigate disruption of the education of the rotating resident, as well as that of those remaining (e.g., ensuring equivalency of resident experience to other existing residents at the same level of education and in the same specialty)
  - For a distant site, a description of provision for housing/travel assistance

Once the request is submitted, it will be processed by Review Committee staff members, who will contact the program by e-mail to request the following:

- Copy of the participating site agreement that includes the information specified in Program Requirements I.B.1.a)-d); the agreement must be signed by the program director, proposed site director, and responsible institutional officials of both the Sponsoring Institution and the participating site
- CV for the designated site director
- Current and proposed block diagram
- Attestation from site director that the request and educational rationale have been reviewed and agreed upon
- Completed Clinical Data Report Form for each current site and the requested site (a blank form will be provided by Review Committee staff members)

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

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