

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Health



HEALTH PROFESSIONAL LICENSING ADMINISTRATION BOARD OF MEDICINE

NON-ACGME FELLOWSHIP PROGRAM APPROVAL

DCMR 4611.4 requires that postgraduate physicians practice in a clinical training program either approved by the ACGME or the Board of Medicine. Non-ACGME programs must be submitted to, and approved by, the Board prior to enrolling trainees in the program. Requests for non-ACGME approval will be reviewed on a case by case basis. A sample outline of the content that should be submitted to the Board for consideration is provided below.

- I. **Overview**-Include name of the program, background information, rationale and need.
- II. **Fellow Eligibility**
- III. **Details of Training Period**-include the length of training period and faculty to fellow ratio.
- IV. **Financial Aspect**-Include annual salary and how salary will be funded.
- V. **Fellowship Curriculum**-Describe in detail teaching and assessment criteria using the 6 competencies published by the ACGME as a guide.
 1. Patient Care
 2. Medical Knowledge
 3. Practice Based Learning and Improvement
 4. Interpersonal and Communication Skills
 5. Professionalism
 6. Systems Based Practice
- VI. **Evaluation Criteria**-Describe the method and include frequency of evaluating the fellow and explain the process in place for the fellow to evaluate the program.
- VII. **Faculty**-provide the names of all core faculty and include their CV's.
- VIII. **Attach the core curriculum with your package and include all relevant supporting documents for the Board's review.**

Please note that the Board reserves the right to request additional information upon review.