

Still OPTI

POLICY		Policy No: IS-001
Subject: Accreditation Oversight of ACGME Programs	Approval: 6/29/15 Last Revision Approved: 2/25/25/	Page 1 of 2

PURPOSE

This is a Still OPTI policy regarding accreditation oversight of ACGME-accredited programs where Still OPTI is the Sponsoring Institution. The policy is written in accordance with *ACGME Institutional Requirements*.

POLICY

- A. As accreditation oversight is the primary role of the Sponsoring Institution, the designated institutional official (DIO) and/or his/her designee will conduct onsite visit(s) to each participating site to ensure compliance with common requirements and program requirements of the ACGME.
 1. The Still OPTI Staff will utilize the most recent copy of institutional requirements and relevant specialty-specific requirements as a guide when determining the scope of each visit. The scope may be focused on Faculty Development, Osteopathic Recognition, Annual Program Evaluation(s), CLER, etc. The DIO, Executive Director, Associate DIO/CLER Director, and Program Director(s) will collaborate to develop the itinerary and determine which parties must be in attendance.
 2. If the visit is a standard Still OPTI Site Visit, focused on accreditation compliance, the Still OPTI Site Visit Checklist and the corresponding explanation will be sent to the member institution at least one month prior to the site visit. Certain documents demonstrating compliance with requirements may be requested in advance for off-site review.
 3. Those conducting the Still OPTI Site Visit will utilize the Site Visit Checklist to record findings during the visit and to note follow-up items for both the institution and Still OPTI.
 4. A letter recapping the Still OPTI Site Visit will be sent to the Associate DIO/CLER Director and other appropriate parties with the participating site.
 5. The Still OPTI Site Visit Checklist and recap letter will be shared during the next scheduled meeting of Still OPTI's GMEC. Critical feedback from the Still OPTI GMEC meeting will be shared with the Associate DIO/CLER Director if he/she is not in attendance during the Still OPTI GMEC meeting.
 6. A copy of the Still OPTI Site Visit Checklist and recap letter will be maintained in the member file at the Still OPTI Central Office.
- B. The Still OPTI DIO, Executive Director, or designee will participate in person on CLER visits and in person or by telephone/video conference in program inspections. Impressions from this activity will be shared in the next scheduled meeting of the Still OPTI GMEC.
 1. The Still OPTI DIO or his/her designee will collaborate with the Associate DIO/CLER Director to prepare for any upcoming inspections or CLER visits, working to ensure program readiness prior to the event.

2. Inspection or CLER reports will be shared with and reviewed by the Associate DIO/CLER Director, Program Director(s), and the Still OPTI GMEC.
 3. If required, corrective action plans will be completed by the DIO in collaboration with the Associate DIO/CLER Director and Program Director(s). The Still OPTI GMEC will review and approve all corrective action plans prior to submission.
 4. The Still OPTI DIO and/or his/her designee will work with the Associate DIO/CLER Director, and Program Director(s) to ensure changes required in the corrective action plan have been fully implemented.
- C. The Still OPTI DIO, in collaboration with the GMEC and its subcommittees, has the authority and responsibility for administering and overseeing Still OPTI ACGME accredited programs and ensuring compliance with all institutional, common program, and specialty-specific program requirements.

RESPONSIBILITY

- A. The Associate DIO/CLER Director and Program Director(s) at the participating site are responsible for:
1. adherence to and communication of ACGME standards as they pertain to accreditation oversight of the Institutional Sponsor (Still OPTI), program inspections, and CLER visits.
 2. their attendance during any inspection or CLER visit from the ACGME and the Still OPTI Site Visit;
 3. submitting all and any materials requested by the DIO in a timely manner.
- B. Still OPTI is responsible for disseminating information related to this policy and ACGME and program requirements.
1. Still OPTI management will share common and program-specific requirement updates, policies, and other pertinent information with sponsored programs via written communication and/or face-to-face meetings.
- C. The Still OPTI DIO, Executive Director, and/or designee will conduct periodic Still OPTI Site Visits and all duties associated with this activity.
- D. The Still OPTI DIO, Executive Director, and/or designee will participate in program inspections, CLER visits, and other activity conducted by the ACGME.
- E. The Still OPTI GMEC shall receive and review documents related to all Still OPTI Site Visits and all member inspections, providing feedback when appropriate.
- F. The Still OPTI DIO and GMEC shall, as appropriate, provide counsel and offer additional resources to programs that it deems to be substantially out of compliance with published requirements.
- G. The GMEC will provide oversight, review and approve required action items as listed in the Institutional Requirements, complete an Annual Institutional Review, and conduct Special Reviews as needed.

- H. The DIO must submit a written executive summary of the AIR to Still OPTI's Governing Body annually. The written executive summary must include:
1. A summary of institutional performance on indicators for the AIR.
 2. Action plans and performance monitoring procedures resulting from the AIR.