

GLOSSARY OF TERMS

1. Terms used in Program Requirements (PR)

Desirable: “Desirable” or “highly desirable” are phrases used for aspects of a training program that are not absolutely essential but are considered to be very significant.

Essential: Equates with indispensable and definitely identifies an absolute requirement.

Must: Indicates that something is required and connotes an absolute requirement.

Should: Is used for those dimensions of a training program that are so important that their absence must be justified. If the program has an alternative way to accomplish the intent of the **requirement**, this should be fully described. A program is at risk if it is not in compliance with a “should.”

Suggested: A term, along with its companion “strongly suggested,” used to indicate that something is distinctly urged rather than required. An institution or a program will not be cited for failing to do something that is suggested or strongly suggested.

2. Terms used in the Program Information Form (PIF)

Elective: Indicates a rotation/experience that may be chosen at the fellow’s discretion in consultation with the faculty.

Related Core Program: Supplemental program to the main program.

Required: Designates those experiences required by the program of **ALL** fellows although they may choose which month or year they are to be taken.

3. Other terms used in Graduate Medical Education (GME)

Applicant: Person who submits a completed application. Applicant may be invited to come for an interview for a GME program.

Consortium: Two or more organizations or institutions that have come together to pursue common objectives (e.g. GME). A consortium may serve as a “sponsoring institution” for GME programs if it is formally established as an ongoing institutional entity with a documented commitment to GME.

Designated Institutional Official (DIO): The person in a sponsoring institution of GME who assumes the authority and responsibility for the GME programs.

Fellow: A term used to designate physicians in subspecialty GME programs. Such physicians may also be termed “residents.” Other uses of the term “fellow” require modifiers for precision and clarity, e.g. “research fellow.”

Institution: An organization having the primary purpose of providing educational and/or health care services (e.g. a university, a medical school, a hospital, a school

of public health, a health department, a public health agency, an organized health care delivery system, a medical examiner's office, a consortium, an educational foundation).

Sponsoring Institution: The institution that assumes the ultimate responsibility for a program of GME.

Primary Institution: The institution that is used most heavily in the residency.

Participating Institution: An institution to which fellows rotate for a required experience.

Other Participating Institution: An institution that provides specific learning experiences within a multi-institutional program of GME. Subsections of institutions, such as department, clinic, or unit of a hospital do not qualify as participating institutions.

Institution Type: (these designations do not apply to all subspecialties)

Affiliated Institution: One that is related to the core program for the purpose of providing limited rotations that complement the experience available in the primary institution. Assignments at affiliated institutions must be made for educational purposes and not to fulfill service needs.

Integrated Institution: One that must formally acknowledge the authority of the subspecialty Program Director over the educational program in that hospital, including the appointments of all faculty and all fellows. Integrated institutions should be in close geographic proximity to the primary institution to allow all fellows to attend joint conferences. If an institution is not in geographic proximity and joint conferences cannot be held, an equivalent educational program in the integrated institution must be fully established and documented. Rotations to integrated institutions are not limited in duration. However, it is expected that the majority of the program will be provided in the primary institution. Prior approval of the UCNS must be obtained for participation of an institution on an integrated basis, regardless of the duration of the rotations.

International Medical Graduate (IMG): A graduate from a medical school outside the United States and Canada (and not accredited by the Liaison Committee on Medical Education (LCME)). IMGs may be citizens of the United States who chose to be educated elsewhere or non-citizens who were admitted to the United States by US Immigration authorities. All IMGs should undertake residency training in the United States before they can obtain a license to practice medicine in the United States even if they were fully trained, licensed, and practicing in another country.

Medical School Affiliation: Institutions that sponsor an accredited program may have a formal relationship with a medical school. Indicate that a medical school affiliation exists for an institution (or program) if the institution (or program) is an important part of the teaching program for the medical school. Do not include only brief, occasional, and/or unique rotations of students or fellows.

Months of Rotation: Refers to the total number of months a typical fellow spends at an institution. If the total number of months that each fellow spends at a location is different for different fellows, use the average (a decimal number may be reported).

Ownership Type of Institution: Refers to the governance, control, or type of ownership of the institution.

Primary Institution: If the sponsoring institution is a hospital, it is by definition the principal or primary institution for the residency program. If the sponsoring institution is a medical school, university, or consortium of hospitals, the hospital that is used most heavily in the residency program is the principal or primary institution.

Program: The unit of subspecialty education, comprising a series of graduated learning experiences in GME, designed to conform to the program requirements of a particular subspecialty.

Program Director: The official responsible for maintaining the quality of a GME program. Other duties of the Program Director include preparing a written statement outlining the program's educational goals; providing an accurate statistical and narrative description of the program as requested by the UCNS; and providing for the selection, supervision, and evaluation of fellows for appointment to and completion of the program.

Program Letters of Agreement: The sponsoring institution must ensure that for each accredited program, appropriate letters of agreement exist between the sponsoring institution and the participating institutions used by a program that provides specific learning experiences.

Program Merge/Split/Absorption: In a merger, two programs combine to create one new program; the new program becomes the accredited unit and accreditation is voluntarily withdrawn from both former programs. In a split, one program divides into two separate programs and each program receives accreditation. In absorption, one program takes over the other program; the absorbed program is granted voluntary withdrawal status, while the other program remains accredited.

Program Year (see also "Graduate Year"): Refers to the current year of training within a specific program; this may or may not correspond to the graduate year.

Resident: A term that has been used to designate a physician at any level of GME in an accredited program. Participants in accredited subspecialty programs are included. Other uses of the term "resident" require modifiers. The UCNS refers to these physicians involved in post-residency training as fellows.

Scholarly Activity: Educational experiences that include active participation of the teaching staff in clinical discussions, rounds, and conferences in a manner that promotes a spirit of inquiry and scholarship; active participation in journal clubs, research conferences, regional or national professional and scientific societies, particularly through presentations at the organizations' meetings and publications in their journals; participation in research, particularly in projects that are funded following peer review and/or result in publications or presentations at regional and

national scientific meetings; offering of guidance and technical support (e.g., research design, statistical analysis) for fellows involved in research; and provision of support for fellow participation as appropriate in scholarly activities. May be defined in more detail in specific Program Requirements.

Sponsoring Institution (See also “Institution”): The institution that assumes the ultimate responsibility for a program of GME.

Substantial Compliance: The determination of substantial compliance results from a judgment based on all available information as to the degree that the entity being evaluated meets accreditation standards.

Teaching Staff: Any individual who has received a formal assignment to teach fellow physicians. In some institutions, appointment to the medical staff of the hospital constitutes appointment to the teaching staff.