

## Criteria for Review and Approval of Interim Program Directors Review Committee for Emergency Medicine

### Rationale

There may be situations in programs when a qualified program director cannot be immediately appointed or when a temporary absence of the permanent program director is anticipated, such as in the following examples:

- Illness or injury
- Death
- Military deployments
- Sudden relocation to another institution
- Appointment to a new role in the institution under urgent circumstances

Under such conditions, an interim program director may be proposed. This individual may lack some of the required qualifications, such as time in the role, experience in graduate medical education, or scholarly activity, but may have the time and support of the institution to perform the operational duties of the role.

In situations where an interim program director is needed as a temporary measure to provide stability to a program, a request should be submitted through the ACGME's Accreditation Data System, and "Interim Program Director" should be the chosen term for the individual's Program Specific Title.

### Approval Process

- Upon submission of the request for approval, the institution/program must submit an action plan outlining the support (e.g., institutional, division, department, program) that will be provided to the interim program director, the plan for recruitment or placement of a qualified permanent program director, and the anticipated timeline until such placement (*not to exceed 12 months*). The action plan should be submitted by email to Executive Director, Review Committee Emergency Medicine Felicia Davis: [fdavis@acgme.org](mailto:fdavis@acgme.org).
- If approved, the program will be notified that the interim director has a "term appointment."
- The program must submit a progress report 90 days following the approval of the interim program director if a qualified permanent program director has not been appointed and approved by the Review Committee. The progress report should be submitted via email to Ms. Davis.

Programs failing to identify a qualified program director within 12 months, or to submit the required progress report after 90 days, may be reviewed for compliance.

Direct questions to Ms. Davis by email: [fdavis@acgme.org](mailto:fdavis@acgme.org).