

Guidelines for Participating Site Change Requests Review Committee for Neurological Surgery

Changes in rotations that in turn require a change to a program's participating sites must be initiated by submitting a request for a participating site change in the ACGME's Accreditation Data System (ADS). The Review Committee must approve all such requests before residents may rotate at the new proposed participating site. This is required for any type of rotation: one-time elective; standing elective; required rotation; research rotation.

What follows is an outline that specifies what is required for such requests and how that information is to be provided to the Review Committee. For all rotations during which residents will perform cases, regardless of whether those cases will be entered into the ACGME Case Log System, refer to the requirements noted in the column labeled Checklist 1. **For a rotation during which residents will *not* perform cases (e.g., a research-only rotation) the Completed Institutional Operative Data Form is not required.** Information submitted by email must be provided as a PDF document to Review Committee staff members.

Required Application Information	Submitted through	Checklist 1
Educational Rationale <ul style="list-style-type: none"> • detailed explanation of the need for the request • how the participating site will be used • plan to mitigate disruption of the education of the rotating resident, as well as to those remaining • for a distant site, a description of provision for housing/travel assistance 	ADS	X
Current block schedule	ADS	X
Proposed block schedule	email	X
Completed Institutional Operative Data Form (found on Neurological Surgery section of the ACGME website)	email	X
Signed Program Letter of Agreement, including goals and objectives	email	X
CV of the proposed site director	email	X
Letter from an official at the participating site regarding other learners to include the following: <ul style="list-style-type: none"> • number of residents, including those from outside ACGME-accredited neurological surgery programs, and fellows currently utilizing the site • assessment of how resources will be managed to ensure that all current residents, as well as the additional resident(s) from the applying program, have sufficient learning opportunities to meet expected goals 	email	X

Note the following:

- While the American Board of Neurological Surgery must pre-approve all elective experiences for all residents, such approval is not required by the Review Committee for each use of a standing elective or required rotation. The Review Committee must be contacted when there is any change to any rotations (PR I.B.4). Contact the Executive Director.
- If a request for a participating site change is denied, the program must remove the participating site from ADS within two weeks of notification of the Review Committee's decision.
- Requests for international rotations require additional information. Consult the document "International Rotation Application Process," found on the Neurological Surgery section of the ACGME website.
- Requests for participating site changes and international rotations must be completed and received by Review Committee staff members prior to the agenda closing date of a regularly scheduled Review Committee meeting (dates are posted on the specialty section of the ACGME website).

Contact Review Committee staff members with further questions. Contact information can be found on the Neurological Surgery section of the ACGME website.