

Guidelines for Submitting a Request for a Participating Site Change Review Committee for Orthopaedic 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 can rotate at the new proposed participating site.* This is required for any type of rotation: standing elective; required rotation; research rotation. Once a site has been added to ADS, a member of the Review Committee staff will email the program and request the following:

- Educational Rationale
 - detailed explanation of the need for the request
 - how the participating site will be used
 - for a distant site, a description of provision for housing/travel assistance
- Plan for ensuring at least four hours of didactics per week with resident and faculty member participation
- Information on orthopedic surgery residents/fellows from other program(s) using the site, and how resources will be managed to ensure the continued education of those currently using the site, as well as residents from the program proposing to add the site
- Current and proposed block diagram (must use the format provided in ADS or on the Documents and Resources page of the Orthopaedic Surgery section of the ACGME website).
- CV of the proposed site director

Send any questions to the Review Committee staff members, contact information for whom can be found on the [Orthopaedic Surgery section](#) of the ACGME website.