

# TOP 10

## *Tips on How to Comply with the “New” Common Requirements*

An educational resource brought to you by  
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*The ACGME’s Common Program Requirements (CPRs) apply to all programs. The Common Program requirements are over 840 lines long and are the threads upon which specific specialty and sub-specialty requirements are woven.*

*Below are 10 hints for how you can be ready for the changes that go into effect on July 1, 2007.*

**Tip #1:** Go to the ACGME website ([www.acgme.org](http://www.acgme.org)) and print off 2 copies of the Common Requirements

- \* One copy with the underlines and other markings to show changes
- \* One clean copy for your files

**Tip #2:** Use the copy of the requirements with the markings to make a list of all of the “new” requirements.

**Tip #3:** Review the copy of the requirements with the markings and write notes in the margins to show, “new” or “new language but no change in content,” or “WOW, how are we going to do THAT?”

**Tip #4:** Take your list and “attack” one new requirement at a time – list all of the ways you can address and comply with each new requirement, i.e.:

- \* Program Letter of Agreement (PLA) must be renewed at least every five years
- \* Check all PLA dates and develop a listing showing 5 year expiration
- \* Check PLAs annually during Program Annual Reviews
- \* Check PLAs during Internal Reviews
- \* Develop a policy describing how the GMEC and PD are going to monitor PLAs, Etc.

**Tip #5:** Develop an educational session for the GMEC, PDs and coordinators. Use your list of new requirements to talk about the pros and cons of each and what you need to do in order to be in compliance.

**Tip #6:** Develop “new” policies as needed and review all of your present policies to be sure you are in compliance with the new requirements.

**Tip #7: Delegate!** Now is the time to enlist GMEC members, faculty, program coordinators, other hospital/university staff. These apply to every program – get them all involved. Ten people reviewing or revising one policy each almost seems impossible!

**Tip #8:** Do not reinvent the wheel. Network, use list serves, tap medical specialty organizations, enlist the aid of experts (like Partners!) to collect sample policies and forms. Use the best parts of each to create the one that works for you.

**Tip #9:** Take a look at your budget – you may need resources that you have not budgeted for.

**Tip #10:** Read the “new” Institutional Requirements and take similar steps.

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