

## Frequently Asked Questions: Child and Adolescent Psychiatry

| Question                                                                                                                                                                                                                            | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sponsoring Institutions</b>                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>How can an accredited program's sponsoring institution be changed to another institution/hospital?</p> <p><i>[Program Requirement II.A.4.o).(2)]</i></p>                                                                         | <p>Transfer of sponsorship requires a letter from the program's current sponsor (the designated institutional official (DIO) and that institution's senior administrative official) indicating willingness to give up sponsorship, and a letter from the proposed sponsor (the DIO and that institution's senior administrative official) indicating willingness to sponsor the program. The letters should be addressed to the executive director of the Residency Review Committee (RRC), with a copy to the Director of the Department of Field Activities at the ACGME.</p> <p>The RRC will review each request and determine if a site visit is required prior to a transfer of sponsorship. Upon approval of a transfer of sponsorship, the name of the program changes to that of the new sponsor in all ACGME records.</p> <p>If the existing sponsoring institution wishes to retain the program, it is suggested that the issue be resolved locally between the hospital and its sponsoring institution. The welfare of the fellows currently appointed to the program must be considered.</p> <p>For additional information, please review the ACGME website at:<br/> <a href="http://www.acgme.org/acWebsite/fieldStaff/fs_faq.pdf">http://www.acgme.org/acWebsite/fieldStaff/fs_faq.pdf</a></p> |
| <b>Program Director</b>                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>How much time and support is 'sufficient protected time and financial support' for the program director's educational and administrative responsibilities to the program?</p> <p><i>[Program Requirements I.A; II.A.4.t]</i></p> | <p>The program director must dedicate at least 20 hours per week of his or her professional effort to administrative and educational activities of the program.</p> <p>It is suggested that larger programs may require additional support for either additional program director time or appointment of an associate program director. Larger programs may be cited for insufficient support if there is evidence of non-compliance with multiple program requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>How should a change in program leadership be reported?</p> <p><i>[Program Requirement II.A. 1]</i></p>                                                                                                                           | <p>A new program director must be reported electronically through the ACGME's Accreditation Data System (ADS), using the program's existing password. All of the information requested must be provided. Once the required information has been submitted, a new temporary program password will be sent to the e-mail address provided for the new program director. ADS will generate a notice of the change to the RRC. The RRC reviews all program director changes that have occurred since the last regularly-scheduled RRC meeting, and will notify programs if the change is not approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Question                                                                                                                                                                                 | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                          | Programs whose institutions require documentation for approval of a change in program director should contact the executive director of the RRC at the ACGME.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>What specialty qualifications other than American Board of Psychiatry and Neurology (ABPN) certification are acceptable to the RRC?</p> <p><i>[Program Requirement II.A.3.b)]</i></p> | The RRC accepts only ABPN certification; no other credentials or “Equivalent Qualifications” are accepted. The RRC does not grant waivers to this requirement and will withhold accreditation of new programs that are not led by ABPN-certified child and adolescent psychiatrists.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>Can a current fellow also hold the position of Associate Program Director?</p> <p><i>[Program Requirement II.A.3.b)]</i></p>                                                          | No. Child and adolescent psychiatry fellows cannot hold such a position, as they are not eligible for certification in the subspecialty until completion of the program. ABPN certification in child and adolescent psychiatry is a requisite qualification for the position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>What type of change in the program’s curriculum is considered major and requires RRC approval?</p> <p><i>Program Requirement II.A.4.n).(3)]</i></p>                                   | Major changes in program structure that require approval by the RRC include: changes in participating sites; anticipated changes in resident complement (unless a temporary increase is due to a medical leave or remediation of three months or less); the presence of other programs (such as combined programs); new elective rotations, including global health electives; or a change in block rotations that significantly alters resident experience. Programs should contact the executive director of the RRC at the ACGME if they are unsure whether RRC approval is needed.                                                                                                                                                       |
| <b>Faculty</b>                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>Must a child and adolescent psychiatry program maintain a specific minimum number of faculty members?</p> <p><i>[Program Requirement II.B.2.a)]</i></p>                               | There must be three full-time equivalent (FTE) core physician faculty members, including the program director. Larger programs may be cited for non-compliance with the common program requirement for ‘a sufficient number of faculty’ if problems with faculty teaching and/or supervision or excessive service obligations are reported.                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>How much of the faculty must participate in scholarly activity to fulfill the faculty scholarship requirements?</p> <p><i>[Program Requirement II.B.5]</i></p>                        | All physician faculty members must demonstrate scholarship through participation in national committees or educational organizations. A majority of physician faculty must demonstrate scholarship through peer-reviewed publications/book chapters/review articles and presentations at regional and national meetings. Some faculty should demonstrate scholarship through peer-reviewed funding, in addition to the above. Programs may be cited for non-compliance with this requirement if all physician faculty members do not provide evidence for regular (at least annual) scholarly activity, since active faculty scholarship is needed in order to establish and maintain an educational environment of inquiry and scholarship. |
| <p>Does the RRC accept qualifications other than ABPN certification for the department chair?</p>                                                                                        | Other qualifications in lieu of ABPN certification are not accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Question                                                                                                                                                                                                              | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>[Program Requirement II.C.3.d)]</i>                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Resident Appointment</b>                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>How must a request for a change in resident complement be submitted?</p> <p><i>[Program Requirement PR II.A.4.n).(2)]</i></p>                                                                                      | <p>All requests for changes in resident complement, whether permanent or temporary, must be made through ADS. Note that ACGME staff will not receive the resident complement request until the DIO has approved the request.</p> <p>Additional information about requesting a change in resident complement for psychiatry program is posted on the ACGME website at <a href="http://www.acgme.org/acWebsite/RRC_400/400_resComp.pdf">http://www.acgme.org/acWebsite/RRC_400/400_resComp.pdf</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>When should programs request a temporary increase in resident complement? Under what circumstances will the RRC approve a temporary increase in resident complement?</p> <p><i>[Program Requirement III.B]</i></p> | <p>A temporary increase in resident complement should be requested when the number of on-duty residents will temporarily exceed the total approved resident complement. This situation may occur under the following circumstances: an institution is closing and the program wishes to accept displaced residents; a current resident requires a medical leave for greater than three months and the program wishes to recruit the full approved complement for the next entering class; the educational program for a current resident must be extended for more than three months beyond the required four years due to the need for remediation. Temporary increases should be limited to one position per year unless unique circumstances occur. When considering a request for an increase in resident complement, whether temporary or permanent, the RRC reviews the program's current accreditation status, recent program history, Resident Survey data, and program resources. The decision is based on the how an increase might impact the education of current residents and the presence of sufficient resources to support the education of the proposed number of residents.</p> |
| <p>When a complement increase is approved, does the RRC consider the additional position as one FTE or one person?</p> <p><i>[Program Requirement Int.C.2]</i></p>                                                    | <p>One approved resident position is considered one FTE, not one person, which means the program may fill one approved position with two residents, each completing his or her education on a half-time basis. Note that while part-time education is permitted, this must be no less than half-time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>What procedures must be followed for accepting a transfer resident into the program?</p> <p><i>[Program Requirements PR III.C.1-4]</i></p>                                                                         | <p>Prior to accepting any transfer resident, the program director must receive written verification of the resident's previous educational experiences, and a summative, competency-based performance evaluation of the transferring resident. Examples of verification of previous educational experiences could include a list of rotations completed, evaluations of various educational experiences, and/or narrative descriptions of procedural experience. This information must be maintained in the resident's file for review at the time of the next site visit. The RRC does not need to be notified of</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Question                                                                                                                                                  | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                           | <p>transferring residents, provided there is an open position for the resident and the number of on-duty residents will not exceed the approved complement. Once appointed, the resident should be entered into ADS. It is recommended that plans to accept a resident from another program be discussed with the ABPN prior to accepting that resident in order to identify any issues that could potentially affect the resident's eligibility for certification.</p> <p>Additional information about requesting a change in resident complement for psychiatry program is posted on the ACGME website at <a href="http://www.acgme.org/acWebsite/RRC_400/400_resComp.pdf">http://www.acgme.org/acWebsite/RRC_400/400_resComp.pdf</a>.</p>                                                                                                                                                                                         |
| <b>Program Curriculum - Required Rotations</b>                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>Do four FTE weeks satisfy a one-month FTE requirement?</p> <p><i>[Program Requirement IV.A.5.a).(6).(d)]</i></p>                                       | <p>Yes, four FTE weeks will satisfy a one month full-time equivalent requirement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Duty Hours</b>                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>Can PGY-2 and PGY-3 residents provide direct or indirect supervision for more junior residents?</p> <p><i>[Program Requirement: VI.D.5.a).(1)]</i></p> | <p>PGY-2 and PGY-3 residents may provide direct or indirect supervision for more junior residents as long as the following requirements are met:</p> <p>VI.D.1.b) Both the junior resident and supervising resident should inform patients of their respective roles in that patient's care; and,</p> <p>VI.D.4.c) Assignment is based on the needs of each patient and the skills (demonstrated competency in medical expertise and supervisory capability) of the individual supervising resident.</p> <p>This includes the supervision of PGY-1 residents by PGY-2 residents.</p> <p>An attending physician must always be available to provide back-up supervision, which may be by phone.</p> <p>Other non-physician, licensed, independent practitioners designated by the program director may supervise residents. An attending physician must be available to provide back-up supervision as appropriate and as needed.</p> |
| <p>Must every interprofessional team include representation from every profession listed in the requirement?</p>                                          | <p>No. The Review Committee recognizes that the needs of specific patients change with their health status and circumstances. The intent of the requirement is to ensure that the program has access to these professional and paraprofessional personnel, and that interprofessional teams will be</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Question                                                                                                                                                                 | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [Program Requirement: VI.F.1]                                                                                                                                            | constituted as appropriate and as needed, not to mandate that all be included in every case.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>PIF Preparation</b>                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| What is the timetable for submission of an application for accreditation of a new subspecialty program in child and adolescent psychiatry?                               | <p>It takes approximately 12 months from the time the application is received by the RRC staff at the ACGME offices until the RRC evaluates the application. This provides time for internal processing, including assignment of a unique program number, and scheduling and conducting a site visit. Site visit dates are set a minimum of four months before they occur, and the Site Visit Report must be received by the RRC staff 10 weeks before the RRC meeting at which the program's application will be reviewed.</p> <p>Additional information about the application process can be found on the ACGME website at <a href="http://www.acgme.org/acWebsite/home/Accreditation_Application_Process.asp">http://www.acgme.org/acWebsite/home/Accreditation_Application_Process.asp</a>.</p>                                                                                                                                                                                                                                                                                                                     |
| Can additional materials, such as program brochures, containing information requested in the program information form (PIF) be submitted with the application documents? | All information should be provided in the designated section of the PIF. No additional material is to be attached to the PIF unless expressly requested in the PIF instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| What font should be used if the fonts specified in the PIF are not available?                                                                                            | Comparable fonts and point sizes may be used as long as they are easy to read. The questions should be in a smaller bold type to differentiate it from the answer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| How should programs determine which physician faculty members meet the requirements for core faculty to be listed in the PIF physician faculty roster?                   | Faculty members who devote at least 15 hours per week to resident education and administration are automatically designated as core faculty, and CVs must be provided for each of these core faculty members. <u>All</u> physician faculty members, up to a maximum of 25, who provide essential teaching, supervision, research involving residents, and/or administrative support, regardless of whether they provide 15 or more hours to the program, should be listed in the physician faculty roster. For each physician faculty member listed, the program must indicate how much time <u>on average throughout an academic year</u> he or she devotes to clinical supervision, administration related to the program, didactic teaching, and research involving residents. This should be listed as actual hours on average per week, calculated over one typical academic year. The role of each core faculty in the program must be included in the CV and this role should be consistent with information provided in the later narratives describing rotations in the specialty specific portion of the PIF. |
| How should programs determine which non-physician faculty members should be included in the non-physician faculty                                                        | Non-physician faculty members (usually PhDs and nurses) who provide required/essential teaching and/or supervision, including research supervision, should be included in the non-physician faculty roster. These faculty members may be full-time or part-time regular tenure-track or non-tenure-track                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| <b>Question</b>                                                                         | <b>Answer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| roster of the PIF?                                                                      | appointees, adjunct appointees, or volunteer faculty members as defined by each institution. In addition, other non-physician professionals who provide required education (e.g., social workers) should be included in the non-physician faculty roster. CVs must be provided for each listed individual. The role of each listed individual in the program must be included in the CV and this role should be consistent with information provided in the later narratives describing rotations in the specialty specific portion of the PIF. |
| Can rotations be entered by weeks instead of by months on the block diagram in the PIF? | Programs that organize their schedules by weeks may enter the “rotation months” in blocks of four FTE weeks. The narrative section of the PIF should indicate if the schedule is by months or weeks. If the total number of rotation “months” does not equate to 12 months (52 weeks) for all sites combined per year, an explanation must be provided.                                                                                                                                                                                         |

P\_ED\_07\_2011