Policy	Source
HS 38.0 NST Programs Policy and Procedure	Graduate Medical Education Office

1.0 Purpose

The intent of this policy is to ensure educational quality and institutional support and oversight of all Graduate Medical Education (GME) training programs within the Medical College of Georgia (MCG) at Augusta University (AU) that provide training in specialties/subspecialties for which accreditation by the Accreditation Council for Graduate Medical Education (ACGME) is not available.

Within MCG, there are training programs that are not accredited by ACGME. However, the Sponsoring Institution, MCG, has ACGME NST (non-standard training) Recognition. These programs support the interests of MCG at AU and affiliated hospitals, the patient care needs of the region, and other MCG at AU GME programs. The goal of this policy is to establish an organizational structure that promotes the educational quality of NST GME programs, complies with regulatory requirements, ensures that new programs do not unduly interfere with existing ACGME-accredited programs, and ensures a similar level of institutional support for trainees in these NST programs as is available for other GME trainees.

2.0 Departments wanting to start an NST program must first contact the GME Office for the standard form. The form must be completed and required documents submitted including the official name of the NST program, name of the most closely related ACGME-accredited specialty or subspecialty at MCG, NST program description including qualifications for the appointment of the program director, proposed program director CV, list of participating sites, NST program curriculum, and program-specific policies including eligibility policy, assessment and supervision policy, concern reporting policy, and clinical and educational work hours policy. GMEC will review the request and approve/deny the request after consulting with the program director of the most closely related ACGME-accredited specialty or subspecialty and the associated Department Chair and Division Chief. If approved by GMEC, the Governing Body will approve/deny the request. No program will be approved as an NST program if ACGME accreditation is available.

3.0 ACGME NST Recognition Requirements

All NST programs must fully comply with ACGME NST Recognition requirements.
https://www.acgme.org/what-we-do/recognition/non-standard-training-nst-recognition/

3.1 Each NST program must function under the ultimate authority and oversight of MCG as the sponsoring institution.

3.2 MCG will ensure the availability of adequate personnel, clinical activities, and other resources for conducting NST programs without adverse impact on the education of House Staff in its ACGME-accredited programs.

3.3 MCG will sponsor an ACGME-accredited GME program in the most closely related specialty/subspecialty for each NST program and this program must maintain a status of Continued Accreditation or Continued Accreditation with Warning. If the core program loses this accreditation status, GMEC will work to close the associated NST program.

3.4 MCG will ensure compliance with regulations that govern the participation of sponsors in the Exchange Visitor Program of the United States Department of State via the GME Office.

3.5 The DIO of MCG, in collaboration with Graduate Medical Education Committee (GMEC), will have authority and responsibility for the oversight and administration of each NST program, as well as for ensuring compliance with the ACGME Recognition Requirements for NST Programs. As such, the DIO will oversee the preparation and submission of all information about the NST programs requested by ACGME.

3.6 There will be a single NST program director, from among the physician faculty members of the most closely related ACGME-accredited program, who is responsible for the operation of each NST program. This program director will oversee NST trainee supervision, education, and assessment at all participating sites.

3.7 GMEC will review and approve the program description of each NST program at MCG. These program descriptions will specify any qualifications for the appointment of the program director.

3.8 GMEC will review and approve the appointment of each of its NST program directors ensuring compliance with the NST program's description.

3.9   Annually, GMEC will complete and document an assessment of each NST program including the supervision and assessment of the NST trainees and the impact of NST programs on MCG's ACGME-accredited programs. To assist, each NST program director will submit a completed standard NST assessment form after discussion with the program director(s) of the most closely related ACGME-accredited specialty or subspecialty at MCG. The impact of NST programs on the ACGME-accredited programs as identified in the assessment will be discussed annually at appropriate program evaluation committee meetings.

3.10 NST trainees' assignments/rotations will be limited to the participating sites of the most closely related ACGME-accredited program, as listed in ADS.

3.11 Each NST program will define the prerequisite education and/or training for entry into the NST program. NST programs will ensure that NST trainees appointed to the NST program meet the prerequisites for entry into the NST program.

3.12 MCG, through the GME Office, will ensure that NST trainees are provided with a written agreement outlining the terms and conditions of their appointments. The agreement will directly contain or provide a reference to the following items: NST trainee responsibilities, including any requirements for successful completion of the NST program; duration of training (typically 12 months); financial arrangements related to the NST trainee; grievance and due process (see GME House Staff policy 13.0); professional liability coverage, including a summary of pertinent information regarding coverage; the availability of health insurance benefits for NST trainees and their eligible dependents; and vacation, and leave(s) of absence for NST trainee(s), including medical, parental, and caregiver leave(s) of absence (see GME House Staff policies 4.0 and 7.0). MCG through the GME Office and GMEC will monitor each of its NST programs regarding the implementation of the terms and conditions of the agreement.

3.13 NST programs will make available to NST trainees and faculty members a curriculum that includes overall educational goals for the NST programs; delineation of NST trainee responsibilities for patient care, responsibility for patient management, and supervision during the NST program; and a description of required educational experiences, didactic sessions, assessment methods, and procedural experience requirements.

3.14 Assessment

No later than three months from the NST trainee's starting date in the program, each NST program director will complete an initial competence assessment of each trainee in the program, including an ACGME Milestones assessment from the most closely related ACGME-accredited specialty or subspecialty.

A supervising faculty member will be physically present to supervise the NST trainee with all patients until the program director has documented the trainee's ACGME Milestones achievement as a sufficient basis for delegating progressive authority and responsibility and conditional independence, as assigned by the program director and faculty members.

For each NST trainee appointed to an NST program for one year or longer, the program director or the program director's designee will meet with the trainee to review a semi-annual evaluation of the trainee's performance.

Each NST program director must provide a summative evaluation for each trainee upon the trainee's completion of, or separation from, the program. This evaluation should include the program director's assessment of the trainee's readiness for independent practice in the field of study. This summative evaluation should be kept in the trainee's permanent file and maintained indefinitely by the program.

3.15 MCG and each of its NST programs will provide a learning and working environment in which NST trainees can raise concerns and provide feedback without fear of intimidation or retaliation and in a confidential manner. All avenues of reporting which are available to house staff in ACGME-accredited programs, including reporting through the most closely associated clinical Department/Division leadership, reporting through the most closely associated ACGME-accredited training program leadership, the DIO anonymous reporting website, or the GME Ombudsperson will be available to NST program trainees.

3.16 Clinical and educational hours of NST trainees will be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities, and clinical responsibilities completed at home. NST trainees will be scheduled for a minimum of one day in seven free of required clinical and educational
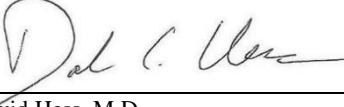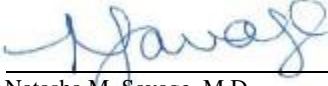
responsibilities (when averaged over four weeks). At-home clinical responsibilities will not be assigned on these free days.

4.0   Other Procedures:

    4.1   Orientation: Individuals in NST programs must be scheduled by their program to attend Institutional Orientation along with House Staff in ACGME-accredited programs.

    4.2   Continued Improvement: All programs must establish a process for continual program evaluation and improvement.

    4.3   If ACGME accreditation becomes available for an established NST program, the program must apply for ACGME accreditation within the next academic year. Failure to apply for accreditation will result in closure of the program.

_____ 5/16/23
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_____ 5/16/23
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