



EUFAC
EMERGENCY ULTRASOUND
FELLOWSHIP ACCREDITATION COUNCIL

Policy Title: Continuing Accreditation Policy
Policy Number: EUFAC - AC 1.0.2
Effective Date: 08/02/2022
Purpose: Outlines the process for application and review of continuing accreditation and any circumstances leading to withdrawal of accreditation status or reduction in fellow complement.

Policy

After an Emergency Ultrasound Fellowship Accreditation Council (EUFAC) accredited program has completed its initial accreditation term, it can apply for continuing accreditation with the EUFAC. Continued and enhanced compliance with the Advanced Emergency Ultrasonography (AEMUS) program requirements can result in longer continuing accreditation terms being granted, while no improvement or lack of compliance may result in an adverse action decision. It is the policy of the EUFAC that each AEMUS fellowship program application for continuing accreditation will be handled through the same processes as outlined in this policy to ensure consistent and fair actions.

Procedure

1.0 Notification of term ending

Accredited programs will be notified by the EUFAC administrative office 90 days prior to their accreditation end date to submit renewal applications. Programs will be encouraged to submit their applications at least 30 days prior to their accreditation end date to allow for EUFAC review and avoid any gaps in accreditation.

Exception: Programs accredited between April 1 – May 31, will be notified by the administrative office 90 days prior to April 1 to submit renewal applications prior to April 1.

It is essential to have accreditation determinations for programs in place prior to June 30 so that graduates of EUFAC-accredited programs may be eligible for the Focused Practice Designation. As such, any program seeking EUFAC accreditation prior to June 30 must submit their application by April 1, with determinations from EUFAC to be completed by May 31 unless extenuating circumstances occur. **For programs submitting applications after April 1, EUFAC reserves the right to review these applications after July 1.**

1.1 Chair Attestation

The Chairperson of the fellowship department will be responsible for attestation of the program application prior to submission for review by EUFAC. The Chairperson of the Department will be notified automatically of the application submission to EUFAC and will need to attest prior to EUFAC review. If the Chairperson feels that they are unable to attest they will refer the application back to the program director to be clarified or edited prior to submission.

1.2 Application components

For an application to be considered ready for EUFAC review, it must contain the following three components:

- All questions on the application form must be completed and supporting documentation attached, as applicable.
- The Accreditation application fee must have been received by the EUFAC Administrative office (in-hand)
- The department chair for the program must have verified the application

2.0 Review of Applications

EUFAC shall consider the following information:

- a) The current application for a program submitted by the program director
- b) Prior applications for a program, as applicable
- c) Accreditation history, as applicable
- d) Correspondence pertinent to the review
- e) Other information, as required by the EUFAC Council

2.1 EUFAC review

EUFAC will provide an accreditation decision on re-applications within 90 days of submission. This timeline might extend if additional documentation is requested for accreditation review.

2.2 Role of Primary and Secondary Reviewers

Review for Continuing Accreditation will follow the same process as outlined in the [Initial Accreditation Policy](#).

2.3 Accreditation Status for Continuing Accreditation

EUFAC may confer one of the following accreditation statuses on a program:

1. Continuing Accreditation with Warning – 1 year
2. Continuing Accreditation - 3 years
3. Continuing Accreditation - 5 years
4. Accreditation Withheld

2.3.1 Continuing Accreditation with Warning – 1 year

Continuing Accreditation with Warning should be an uncommon accreditation status as a program that has been accredited should achieve at least the status of Continuing Accreditation – 3 years or otherwise receive a status of Accreditation Withheld unless there are extenuating circumstances.

A status of Continuing Accreditation with Warning – 1 year is conferred when the EUFAC determines that a program has demonstrated compliance with the minimal applicable requirements during reapplication to EUFAC for accreditation after having been accredited. Programs holding a status of Initial Accreditation – 1 year or Continuing Accreditation with Warning - 1 year shall not exceed two consecutive reviews. A program with two consecutive years of either accreditation must achieve a status of either Continuing Accreditation - 3 years or Continuing Accreditation – 5 years, otherwise accreditation cannot be granted. Programs with a status of Continuing Accreditation with Warning – 1 year may not request a permanent increase in fellow complement.

2.3.2 Continuing Accreditation - 3 years

A status of Continuing Accreditation – 3 years is conferred when the EUFAC determines that a program has demonstrated substantial compliance with the applicable requirements during reapplication to EUFAC for accreditation after having been accredited.

2.3.3 Continuing Accreditation - 5 years

A status of Continuing Accreditation – 5 years is conferred when the EUFAC determines that a program has demonstrated compliance with virtually all of the applicable requirements during reapplication to EUFAC for accreditation after having been accredited.

2.3.4 Accreditation Withheld

A status of Accreditation Withheld is conferred, when a program either fails to comply with significant core components of the AEMUS Program Requirements or when the sum of noncompliance with both core and detail elements of the AEMUS Program Requirements would compromise the integrity of the training environment as a whole.

3.0 Accreditation decision

A program's re-application and EUFAC review must be completed by the last day of a program's accreditation effective date to ensure continuous accreditation. Any program receiving "Continuing Accreditation with Warning – 1 year", "Continuing Accreditation – 3 years" or "Continuing Accreditation – 5 years" status prior to their initial accreditation expiration date will be considered accredited from the first day after their prior accreditation term completed. EUFAC does not grant retroactive accreditation status. A program not submitting their application and receiving EUFAC review prior to their accreditation expiration date will have accreditation "Administrative Withdrawal" at the end of their current term.

- a) Programs will be notified of the council decision electronically by EUFAC staff, once primary reviewers and EUFAC Chair (or discussion facilitator, if EUFAC Chair had a conflict of interest with the program) have reviewed the accreditation letter, accreditation review report, and summary notes of the programs reviewed.
- b) Accreditation decisions for accredited programs will be displayed on the EUFAC website after programs have officially been notified of the decision. Information online may include Program Name, Program Address, Program Director, Accreditation Status, and Effective Date.
- c) Accreditation decisions for programs with Accreditation Withheld will be displayed on the EUFAC website only after any appeal process has expired or run its course
 1. All current fellows and applicants (those invited for interviews) at the Sponsoring Institution must be advised in writing if the Sponsoring Institution's status is Probationary Accreditation.
 2. All applicants invited to interview, and fellows accepted into or enrolled in a program with probationary accreditation must be notified in writing of the probationary status, with copies of the communications sent to the Executive Director of EUFAC.

3.1 Annual Accreditation Fee

If continuing accreditation is granted, the Annual Accreditation Fee will be applied as of the new accreditation effective date.

4.0 Appealable Accreditation Actions

- a) EUFAC is unable to reconsider applications with submission errors or data that may have changed since an application was submitted. Applications are reviewed based on the reliance on

the accuracy of answers provided by the program fellowship director and verified by the program's department chair.

- b)** A change in status to Accreditation Withheld by EUFAC to a program that was previously accredited may be considered an adverse action and may be appealed. Institutions and programs may not appeal other accreditation actions (e.g., citations, warnings, other).

5.0 Withdrawal of Accreditation

Accreditation status may be withdrawn when the EUFAC determines that a program has failed to demonstrate acceptable compliance with the applicable requirements. Regardless of a program's accreditation status, the EUFAC may withdraw the accreditation of a program based on clear evidence of non-substantial compliance with accreditation standards, such as:

- a)** a catastrophic loss of resources, including faculty members, facilities, or funding OR
- b)** egregious non-compliance with accreditation requirements

The effective date of the withdrawal shall be determined by the EUFAC. The effective date should not exceed six months from the time of the action and should not extend into the next academic year. Fellows enrolled in a program at the time when the program has its accreditation withdrawn will not be eligible for the Focused Practice Designation and must transfer to another EUFAC-accredited program prior to graduation in order to be eligible for the Focused Practice Graduation.

5.1 Application for Accreditation after Withdrawal

If a program reapplies for accreditation within two years of the effective date of withdrawal of accreditation, the accreditation history of the previous accreditation action shall be included as part of the file. The program shall include a statement addressing each previous citation with the new application.

5.2 Administrative Withdrawal of Accreditation

- a)** A program that is delinquent in payment of fees, according to EUFAC policies and procedures, is not eligible for review, and shall be notified of the effective date of Administrative Withdrawal of accreditation. On that date, the program shall be removed from the EUFAC list of accredited programs.
- b)** A program may be deemed to have withdrawn from the voluntary process of accreditation if it does not comply with the following actions and procedures:
 - 1.** follow directives associated with an accreditation action or annual audit
 - 2.** supply the EUFAC with requested information (e.g., fellow information, additional information, ABEM pass rates...)
- c)** A status of Administrative Withdrawal may be appealed if fees are paid.
- d)** A program may request voluntary withdrawal of accreditation if the program is not under review. Once approved by EUFAC the program will be considered unaccredited at an effective date agreed upon by EUFAC and the program.

5.3 Reduction in Fellow Complement

The complement of fellows in a program must be commensurate with the total capacity of the program to provide each fellow with sufficient educational experience. The EUFAC may indicate that a program is approved to educate a specific number of fellows as a maximum and/or a specific number. The EUFAC may reduce the approved fellow complement if a program cannot demonstrate the capacity to provide each fellow with a sufficient educational experience. This is an adverse accreditation decision and a program may appeal this decision.