



Policy Title: Initial Accreditation Policy
Policy Number: EUFAC - AC 1.0.1
Effective Date: 08/02/2022
Purpose: Outline the application, review and accreditation process for initial applications for accreditation.

Policy

It is the policy of the Emergency Ultrasound Accreditation Council (EUFAC) that each Advanced Emergency Medicine Ultrasonography (AEMUS) fellowship program accreditation will be handled through the same processes as outlined in the procedures of the initial accreditation policy to ensure consistent and fair actions.

Procedures

1.0 Application Process

A secure electronic application process is in place for AEMUS programs seeking accreditation and re-accreditation through EUFAC.

1.1 Initial Submission

The program director will submit an initial application for accreditation through the existing web portal. This submission contains a series of questions and requested documents related to the AEMUS program.

1.2 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.

1.3 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, 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) Correspondence pertinent to the review
- c) Other information, as required by the EUFAC Council

At the end of a program review, EUFAC shall confer an accreditation status on the program. EUFAC will issue a citation(s) based on findings that an institution or program fails to demonstrate substantial compliance with any accreditation standard(s) or EUFAC policy or procedure. The final action represents a peer judgment by EUFAC.

2.1 Role of Primary and Secondary Reviewers

Primary and Secondary Reviewers will be determined for each program application for accreditation by the Executive Director in consultation with the EUFAC Chair. Each program application will have a single primary and a single secondary reviewer.

- a) The primary and secondary reviewer are responsible for receiving and reviewing all the summary report, detailed report and any additional information or submitted documentation applicable to the program application.
- b) The primary reviewer is responsible for presenting the program application at the accreditation meeting, answering questions by the Council during deliberation, and providing an initial recommendation.
- c) The secondary reviewer is responsible for providing supporting details and opinions to the primary reviewer's presentation, as well as being able to assume the responsibilities of the primary reviewer as needed.
- d) The primary reviewer and secondary reviewer must follow the EUFAC conflict of interest policy and must notify the Executive Director and EUFAC Chair of any reason they will be unable to serve as a reviewer.

2.2 Accreditation Status for Initial Applications

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

1. Initial Accreditation - 1 year
2. Initial Accreditation - 3 year
3. Accreditation Withheld

2.2.1 Initial Accreditation - 1 year

A status of Initial Accreditation - 1 year is conferred when the EUFAC determines that a program has demonstrated compliance with the minimal applicable requirements during their initial application to EUFAC for accreditation. Initial Accreditation – 1 year status of a program shall not exceed one review, at which point the program must achieve a status of Continuing Accreditation with Warning – 1 year, Continuing Accreditation – 3 years or Continuing Accreditation – 5 years. When a status of Initial Accreditation - 1 year is conferred on a program, the effective date is the date of the decision.

2.2.2 Initial Accreditation - 3 years

A status of Initial Accreditation – 3 years is conferred when the EUFAC determines that a program has demonstrated substantial compliance with the applicable requirements during their initial application to EUFAC for accreditation. When a status of Initial Accreditation – 3 years is conferred on a program, the effective date is the date of the decision.

2.2.3. 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

Accreditation decisions by EUFAC are embargoed immediately after council review and decision.

- 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.

3.1 Appealable Accreditation Actions

- a) Determinations by EUFAC for initial accreditation status may not be appealed. Initial applications are reviewed based on the reliance on the accuracy of answers provided by the program fellowship director that are verified by the program's department chair. EUFAC is unable to reconsider applications with submission errors or data that may have changed since an application was submitted.