

## **Substantive Change Procedures: Program Transition from Residency to Fellowship OR Fellowship to Residency**

### **Overview**

The CAATE supports flexibility within accredited programs and identifies that there may be situations where a program may want to evolve toward developing subspecialists as the product of their curriculum. There may also be occurrences where programs that are developing subspecialists want to shift to developing specialists that align with the approved CAATE specialty areas. The process outlined below allows programs to develop along both directions on this spectrum from a residency to a fellowship as well as a fellowship to a residency.

### **Process**

- A. Program initiates the process by submitting a new Substantive Change within eAccreditation
  1. Residency Program transitioning to Fellowship Program: Submit [New Fellowship Proposal Document](#)
  2. Narrative information submitted when substantive change is added
    - a. Rationale for change
    - b. Key Programmatic Changes
    - c. Questions regarding the process
- B. Substantive change virtual introductory meeting
  1. Occurs within **60 days** of submission
  2. Review the process, identify resources, give guidance for success on the mini self-study
  3. Program is charged substantive change fee of \$750
  4. Peer review team assigned: CAATE staff member, Peer Review Committee member, individual with subspecialty/specialty content expertise (if available)
  5. Mini self-study requirements are completed by the program
- C. Program completes mini self-study requirements and uploads all supporting documentation via the Substantive Change tab in eAccreditation
  1. Due in **90 days after submission**
  2. Standards that evidence must be submitted within are outlined below
- D. Review
  1. Complete review within **90 days after submission of the mini self-study**
  2. Virtual: All reviews will be virtual unless verification of evidence is not able to be verified and the Peer Review Team requests an onsite visit.
  3. Onsite Review Recommendation: After review of materials, the CAATE may deem that an on-site visit is necessary to ensure compliance with the Standards. If an on-site review is required, the institution will be charged the site visit fee of \$6500 to cover expenses associated with the site visit.
- E. Accreditation Recommendation to Council

1. Programs will maintain their current remaining years of accreditation. This substantive change application does not extend continuing accreditation past the original review date.

F. Accreditation Recommendation to the Commission

Process	Standards	Substantive change/New program
<p><b>Substantive Change: Residency to Fellowship</b> -Closing Residency Program -Subspecialty within the specialty area (ex: Orthopedic Residency &gt; Shoulder Fellowship)</p> <p><b>Substantive Change: Fellowship to Residency</b> -Closing Fellowship Program -Subspecialty aligns with the specialty area that the program will be transitioning to</p>	<p><u>Mini self-study standards:</u> 2: Framework 4: Comprehensive assessment plan 10: Clinical experience 12: Didactics 13: Scholarship 15: Identified in public materials 16: organizational structure 18-19: Program Director 21: Core faculty 23: Affiliate faculty 39: Depth and breadth of subspecialty/specialty 40: Curricular content</p>	<p>Substantive Change</p>
<p><b>Residency &gt; Fellowship</b> -Closing Residency Program -Subspecialty not within the specialty area (ex: Prevention and Wellness &gt; Foot and Ankle Orthopedics)</p> <p><b>Fellowship &gt; Residency</b> -Closing Fellowship Program -Subspecialty does not align with the specialty area that the program will be transitioning to</p>	<p>Comprehensive Review</p>	<p>New Program</p>
<p><b>Residency to Fellowship</b> -Keeping the Residency Program</p> <p><b>Fellowship to Residency</b> -Keeping the Fellowship Program</p>	<p>Comprehensive Review</p>	<p>New Program</p>