



## **ACOI Council on Education and Evaluation**

### **New Internal Medicine Program Request Checklist**

#### **Applications must include the following:**

1. Cover letter explaining the nature of the proposed program and written institutional support;
  2. Institutional demographic and statistical report. This document can be found on the ACOI website. [www.acoi.org](http://www.acoi.org) ;
  3. Institutional Core Competency plan and the core competency plan that includes specifics for the internal medicine program;
  4. Signed affiliation agreements with OPTI, sponsors and affiliated training sites, if applicable;
  5. Faculty list;
  6. Program description including the following: Goals and objectives of the training program, description of library, curriculum and rotation structure, program director responsibilities, resident qualifications and responsibilities, a description of how OPP/OMM is incorporated throughout the program and description of the ambulatory training site;
  7. Institutional work hours policy.
- \* If the Program Director is ABIM certified an exception must be requested and the reasons for the request must be stated. Please also provide information on why an AOBIM-certified program director is not available.