

Match Violation Policy for Micrographic Surgery and Dermatologic Oncology Programs

Drafted by: American College of Mohs Surgery (ACMS) Fellowship Training Committee (FTC)

Policy

The ACMS fully supports the match process for those applying to MSDO fellowships. We are committed to fostering a fair and equitable experience for all applicants. This commitment serves to uphold the integrity of the match, affirming our dedication to maintaining high standards of professionalism and impartiality.

Purpose

The purpose of this policy is to establish a streamlined framework that clearly defines violations and the consequences of a violation for MSDO programs. The policy aims to reference the definition of a violation, articulate the process for conducting investigations into alleged violations, provide a list of potential sanctions, and establish a clear mechanism for contesting a review report.

Definitions

Match Violation: A violation occurs when there is a breach of the specified rules for program directors. The rules of the San Francisco Match for program directors are outlined on their [website \(https://www.SFmatch.org/about/match-rules\)](https://www.SFmatch.org/about/match-rules).

Sanction: The imposition of a penalty based on the outcome of an investigation.

Policy

- a. Per rules, any observed violations of the matching rules must be reported to the SF Match Director, who will forward information to the ACMS (acting as the sponsoring organization).
- b. The ACMS FTC will review reports of an alleged or suspected violation to determine if an investigation is warranted.
- c. The ACMS has the discretion to determine the sanctions or other remedial action(s) applied to programs if an investigation confirms a violation(s) of the match rules.

Investigation Procedures

- a. The ACMS FTC will review reports of an alleged or suspected violation of the SF Match rules to determine if a violation may have occurred.
- b. If an alleged or suspected violation is determined to have potentially occurred, the ACMS FTC will:
 - i. Notify the parties of the alleged or suspected violation, using their last known email address, and provide a summary of the issue under investigation.
 - ii. Request that each party, within ten (10) business days, provide a written statement and any supporting documentation outlining their knowledge of the alleged or suspected violation.

- iii. Evaluate and/or further investigate the information received during the investigation and determine if a violation occurred [within thirty (30) business days from receipt of both statements].
- c. If, upon review of the statements and materials received, the ACMS FTC determines:
 - i. A violation did not occur, the case will be closed.
 - ii. A violation is suspected or known to have occurred, a Preliminary Report documenting the nature of the allegation(s), summarizing the statements made by each party, and summarizing the applicable match policy will be distributed to the involved parties.
 - 1. Each party will have ten (10) business days to review and respond to the Preliminary Report and to provide any additional relevant information.
 - 2. Once ten (10) business days have concluded, a revised report incorporating the response(s) to the Preliminary Report will be prepared for consideration by the ACMS FTC.
- d. Following review of the revised Preliminary Report, the ACMS FTC will determine whether, based on the information received, a violation has occurred and, if so, will determine if sanctions and/or remedial action(s) should be imposed.
- e. Programs may contest the findings of the Review Panel Report through arbitration as outlined below
 - i. Any program seeking to contest a ACMS FTC decision must:
 - 1. Notify the ACMS in writing of the intent to seek arbitration within ten (10) business days from that program's receipt of the ACMS FTC Report
 - ii. Within 6 months of receipt of the intent to seek arbitration, the arbitration hearing shall commence. The current Board of Directors of the ACMS will preside over and conduct the arbitration hearing. An Arbitration Report documenting the findings of the hearing will be distributed to the involved parties.

Sanctions

Investigations confirming a violation(s) of the SF Match rules by a program may result in:

- a. Copies of the Final Report being issued to:
 - i. The institution's graduate medical education committee;
 - ii. The Chair of the institution's graduate medical education committee;
 - iii. The Accreditation Council for Graduate Medical Education (ACGME) for distribution to the respective Review Committee (RC); and
 - iv. The Chair of the Department (at an academic center) or the director of the clinic (at a group setting)
 - v. Any other party the ACMS deems relevant to its investigation
- b. Designation as a Match violator on the ACMS website for one-to-three years
- c. Being barred from subsequent SF Match cycles for one-to-three years