



Transplant Accreditation & Certification Council
Policies and Procedures for Investigating SF Match Violations

The Transplant Accreditation & Certification Council (TACC) is responsible for protecting the integrity of the SF Match process by ensuring that all match participants and Fellowship Training Programs follow the rules and policies established by SF Match and TACC.

Policy

Each match participant and Fellowship Training Program must adhere to the matching rules established by [SF Match](#). Any violations of the rules will be reported to SF Match and will be investigated by the Transplant Accreditation & Certification Council. This includes but is not limited to: failure to complete timely and accurate information during the central application, interview or match process; discrepancies in credentials; failure to adhere to the binding agreement set forth by SF Match; or any behavior or activity that occurs that does not honor the match outcome.

I. Reporting a Match Violation

All alleged violations of the matching rules must be reported to the SF Match Director who will in turn forward to the TACC for further investigation. The person reporting the violation can request to remain anonymous, however, anonymity may impede the TACC's ability to fully investigate said violation. Further information about where to report a violation should be directed to [SF Match](#).

II. Procedures:

After being notified of a potential match violation, the Transplant Accreditation & Certification Council will:

- A. Contact the applicant and/or Fellowship Training Program identified in the alleged violation separately, in order to preserve any anonymity requested by the applicant or program.
- B. The individual(s)/program will be notified of the alleged violation and an official response in writing will be required within ten business days of the TACC's notification.
- C. If there is no response to the inquiry within ten business days after the TACC has contacted the individual(s)/program, the ability to respond will be relinquished and the alleged violation will be deemed a match violation.

All communication should be sent to:

Transplant Accreditation & Certification Council (TACC)

1401 S. Clark Street, Suite 1120

Arlington, VA 22202

Email: TACC@asts.org



- D. The TACC will investigate all credible violations and will contact the appropriate parties to obtain additional information pertinent to the alleged violation. A comprehensive report will be documented in a *TACC Match Violation Report*.
 - a. If the results of the investigation show that a violation has not occurred:
 - i. The TACC will close the violation investigation and will notify all parties involved in the *TACC Match Violation Report* that a violation has not occurred.
 - b. If the results of the investigation show that a violation may have occurred:
 - i. The *TACC Match Violation Report* will be distributed to all parties involved and each will have ten business days from the date the report is distributed to review and respond to the report. All parties will have the option to submit additional information to the TACC within the ten-business day period.
 - ii. After the TACC receives a response from all parties involved, the report will be sent to the TACC Match Violation Review Panel.

III. TACC Match Violation Review Panel:

The Match Violations Review Panel will consist of members of the Transplant Accreditation & Certification Council. Once the TACC Match Violation Review Panel receives a *TACC Match Violation Report*, the panel will determine if a violation occurred.

- A. If the TACC Match Violation Review Panel determines that a violation did not occur, all parties involved will receive written notice submitted electronically.
- B. If the TACC Match Violation Review Panel deems that a violation did occur the following steps will take place:
 - a. The TACC Match Violation Review Panel will present the violation to the Transplant Accreditation & Certification Council.
 - b. A written notice in an updated *TACC Match Violation Report* will be submitted to the individuals and/or programs named in the match violation. The report will contain the penalties if a violation is confirmed to have occurred (detailed in the Match Violation Consequences sections below).
 - c. The individuals and/or programs have the option to appeal the decision to the TACC. If pursued, the appeal must be sent in writing to the TACC within ten-business days. The appeal will be reviewed by the TACC Match Violation Review Panel.

IV. Match Violation Consequences for Applicants:

If the TACC Match Violation Review Panel confirms that a violation occurred by an applicant. The *TACC Match Violation Report* will be sent to the following:

- A. The applicant.
- B. The Fellowship Training Program(s) involved, including the Fellowship Training Program Director, Department Chair(s), Division Chief, and individuals associated with the match process within the program.



- C. The Transplant Accreditation & Certification Council.
- D. Any parties who the TACC views as relevant to the investigation.
- E. Along with removal from the current match for that year, the following action(s) may also occur:
 - a. Applicants may be barred from participating in subsequent SF Matches for a time period as determined by the TACC Match Violation Review Panel.
 - b. Applicants may be barred from accepting fellowship positions outside of the SF match from programs with unfilled positions for a time period as determined by the TACC Match Violation Review Panel.

V. Match Violation Consequences for a Fellowship Training Program:

If the TACC Match Violation Review Panel confirms that a violation occurred by a Fellowship Training Program. The *TACC Match Violation Report* will be sent to the following:

- A. The Fellowship Training Program(s) involved, including the Fellowship Training Program Director, Department Chair(s), Division Chief, and individuals associated with the match process within the program.
- B. The Transplant Accreditation & Certification Council.
- C. Any parties who the TACC views as relevant to the investigation.
- D. Once the TACC has determined a match violation has occurred, the following action(s) will occur:
 - a. The Fellowship Training Program will be prohibited from matching a fellow during the current and subsequent matches; the duration will be determined by the TACC Match Violation Review Panel.
 - b. The Fellowship Training Program will be prohibited from offering a position to an individual from outside of the match during the current and subsequent match years; the duration will be determined by the TACC Match Violation Review Panel.
 - c. The Fellowship Training Program will be prohibited from offering a non-TACC accredited fellowship training position to a trainee.

VI. Contesting Final Reports from the TACC Match Violation Review Panel:

Any final report may be contested by sending notification of the contestation via writing to the TACC to the above-mentioned address. The following actions will occur:

- A. The TACC will review the document and confer with the Match Violation Review Panel to provide insight into any possible discrepancies.
- B. A final report will then be issued back to the applicant/program within one month of receipt of the letter.
- C. The final report issued after this TACC review is firm and cannot be contested.