

UNIVERSITY HEALTH CARE
HOSPITALS AND CLINICS

GRADUATE MEDICAL EDUCATION

HOUSESTAFF POLICIES AND PROCEDURES

**PROCEDURE FOR APPROVING NEW RESIDENCY TRAINING PROGRAMS
OR POSITIONS AND REQUESTING CHANGES IN EXISTING PROGRAMS**

Section 9 No. 2 Rev. 3

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Chapter: Graduate Medical Education Committee

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I. PURPOSE:

To outline the procedure for approving new residency training positions and requesting changes in existing programs

II. POLICY:

All requests for new programs, new housestaff positions, changes in existing positions or change in program structure; including changes in rotation sites or requests for experiments or innovations that deviate from the Common, Institutional and Specialty/Subspecialty-specific Program Requirements, must be approved by the Graduate Medical Education Committee.

An affiliated hospital wishing an additional residency position, or new program, must channel that request through the appropriate program director and/or department chairman of the School of Medicine, who then will request approval from the GMEC as per the above procedure, if he or she concurs with the request.

III. PROCEDURE:

1. REQUEST FOR A NEW RESIDENCY PROGRAM OR INCREASE IN POSITIONS
 - a. The initial approval must be obtained from the Department Chair
 - b. Once the approval is obtained from the Department Chair, the Program Director may petition the GMEC.
 - c. A letter containing the following elements must be written to the Director of Graduate Medical Education
 - i. Number of positions total in the program currently approved by the RRC (for increase in positions only)
 - ii. Number of positions being requested by year and length of program (for new programs only)
 - iii. Number of positions at each level approved by the RRC (for increase in positions only)
 - iv. Hospitals approved by the RRC for training in your program (for increase in positions only)

- v. Anticipated training sites (for new programs only)
 - vi. What position and level is being requested?
 - vii. Anticipated source of funding.
 - viii. Educational justification (position will not be approved based solely on increased patient load).
 - 1. Is there adequate faculty on site to insure training?
 - 2. How will this change impact on other programs or hospitals?
 - 3. Have all the other affected programs been informed and do they agree? Please explain.
 - 4. Will this change dilute the training experience of other residents in the program or in other programs?
 - 5. How will this affect your critical mass?
 - 6. How will the program increase impact on your program in the future, is this a one year one body increase only, which will carry forward until that resident is complete with his training, or is it a new level one person for each of the next X number of years which over a 3-5 year period will increase your program by X total bodies? (for increase in positions only)
 - 7. What is the need for physicians in the specialty in Utah, Intermountain area, or nationally?
 - d. Once preliminary approval is granted by GMEC, the program may apply to the ACGME for a program approval or increase.
 - e. Once the ACGME approval has been received and the department has identified funding for the requested position(s), the program must return to the Graduate Medical Education Committee to request final approval for the program increase. Only after receiving final approval may the program hire any new residents.
2. REQUEST FOR CHANGE OR ADDITION OF ROTATION SITES, EXPERIMENTS OR INNOVATIONS
- a. The initial approval must be obtained from the Department Chair
 - b. Once the approval is obtained from the Department Chair, the Program Director may petition the GMEC.
 - c. A letter containing the following elements must be written to the Director of Graduate Medical Education
 - i. Justification for the requested change to the program
 - 1. Is there adequate faculty on site to insure training? (for change in rotation sites only) Please provide RRC requirements for faculty to resident ratio.

2. How will this change impact on other programs or hospitals?
 3. Have all the other affected programs been informed and do they agree?
 4. What is the resident expected to learn at this site that s/he is currently not learning at current approved sites? (for change in rotation sites only)
 5. What is the resident expected to learn through this experimentation or innovation s/he is currently not learning (for experiments or innovation only)
 6. Will this change dilute the training experience of other residents in the program?
- d. Once preliminary approval is granted by the GMEC, the program may apply to the RRC for change or addition of rotation sites, experiments or innovations.
 - e. Program changes may take affect once the ACGME has approved the change and the GME office has been notified

All correspondence between program directors and the ACGME must have a copy sent to the Office of Graduate Medical Education to become part of the permanent record of the Graduate Medical Education Committee.

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Policy Owner: Graduate Medical Education

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