I. PURPOSE:
To outline the procedure for approving new residency programs or training positions and requesting changes in existing programs

II. POLICY:
All requests for new programs, new resident positions, changes in existing positions or changes 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. PROCEDURES:

1. REQUEST FOR A NEW RESIDENCY PROGRAM
No new program may submit a program application or Program Information Form to an RRC without GMEC approval, as per ACGME Institutional Requirements.

   a. 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/ACGME Designated Institutional Official (DIO).
i. Program description, including proposed rotation schedule
ii. Number of positions being requested by year and length of program
iii. Anticipated training sites
iv. Anticipated source(s) of funding.

d. Educational justification

i. What is the educational rationale for the program? Service needs or patient care volume alone are not sufficient justifications for adding the training program.
ii. Is the number of qualified faculty members available for teaching adequate?
iii. How will adding this program impact the training requirements of other training programs? Will this change dilute the training experience of students or residents/fellows in other training programs?
iv. Have all the other affected programs been informed and do they support the new program?
v. What is the need for physicians in the specialty in Utah, Intermountain area, or nationally?

e. Once preliminary approval is granted by the GMEC, the ACGME Designated Institutional Official (DIO) must initiate a new program application within the Accreditation Data System (ADS) by selecting the specialty, the participating sites, and designating the individual who will become the program director (PD) of this new program. The PD is then responsible for completing the application and verifying the accuracy of the information supplied therein. After completing each step of the application process, the PD must electronically sign the application using the “Verify and Submit” button within ADS. By clicking this button the PD verifies that all information in the application is correct and automatically submits it to the DIO for final review. After the DIO has reviewed the application, he will electronically sign it using his own “Verify and Submit” button to send the application to the ACGME Residency Review Committee (RRC) for review.

2. REQUEST FOR AN INCREASE IN RESIDENT/FELLOW COMPLEMENT

a. 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/ACGME Designated Institutional Official (DIO)

   i. Number of positions total in the program currently approved by the RRC
   ii. Number of positions at each level approved by the RRC
   iii. Hospitals approved by the RRC for training in your program
   iv. What position and level is being requested?
   iii. Anticipated source(s) of funding.

d. Educational justification. Position(s) will not be approved based solely on service needs or increased patient volume.

   i. Is the number of qualified faculty members available for teaching adequate?
   
   ii. How will this increase in complement affect the training requirements of other training programs? Will this change dilute the training experience of students or residents/fellows in other training programs?
   
   iii. Have all the other affected programs been informed and do support the complement increase? Please explain.
   
   iv. Will this increase dilute the training experience of other residents in the program or in other programs?
   
   v. How will the complement increase impact your program in the future: i.e., is the request for a temporary increase only, which will carry forward until the affected resident(s) have completed the training program, or is it a permanent increase that will increase the total approved complement of your program?

   vi. What is the need for physicians in the specialty in Utah, Intermountain area, or nationally?

e. Once preliminary approval is granted by GMEC, the program may apply to the ACGME for a program increase.

f. 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.

3. REQUEST FOR CHANGE OR ADDITION OF ROTATION SITES, EXPERIMENTS OR INNOVATIONS

a. 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/ACGME Designated Institutional Official (DIO).

   i. What is the educational rationale for the site change or addition? Service needs or patient care volume alone are not sufficient justifications.

   ii. Is the number of qualified faculty members available for teaching adequate at the site?.

   iii. How will this change impact other programs or training sites?

   iv. Have all other affected programs been informed and do they support the site change or addition?

   v. Where unique learning experiences will the resident have at the new site that are not available at currently approved sites?

   vi. 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.

e. Program changes may take affect once the ACGME has approved the change and the GME office has been notified.

Copies of all correspondence between Program Directors and the ACGME must be sent to the Office of Graduate Medical Education to become part of the permanent record of the Graduate Medical Education Committee.

Approval body: Graduate Medical Education Committee
Approval date: 3/05, 3/07
Policy Owner: Graduate Medical Education

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