POLICY: GME PROGRAM CHANGES APPROVAL PROCESS
Policy Number: 14.2
Chapter: Graduate Medical Education Committee

Purpose:
To outline the procedure for obtaining Graduate Medical Education Committee (GMEC) approval for trainee (residency and fellowship) program requests:

1. New Program
2. Complement Increase/Decrease
3. Program Director Change
4. New Participating Site/Rotation Change
5. Any major changes to ACGME-accredited programs’ structure or duration of education

Policy:
All major changes (as listed above) to training programs under GME oversight must be reviewed and approved by the GMEC. Training program directors and/or coordinators should check with the GME office to confirm if planned changes require GMEC review and approval.

Procedure:

1. REQUEST FOR A NEW RESIDENCY or FELLOWSHIP PROGRAM
   a. Initial approval must be obtained and documented from the Department Chair, Division Chief (if applicable), and the Vice-Chair of Education (if applicable).
   b. Once the approval is obtained from the Department, the Program Director may petition the GMEC.
      i. The New GME Trainee Program Application (found in MedHub or obtained from the GME office) must be submitted to the GME office with required signatures and attachments. Only complete applications will be accepted.
      ii. The Program Director will be required to
present the New Program request at a GMEC meeting.

iii. Once GMEC approval is received the program will be notified by the GME office, and the ACGME Designated Institutional Official (DIO) will initiate a new program application within the Accreditation Data System (ADS).

iv. The Program Director may then complete the new program application within the ADS. Final review and approval will then be made by the DIO and submitted for review by ACGME through the ADS.

v. Final approval rests with the specialty-specific ACGME Review Committee.

2. REQUEST FOR A COMPLEMENT INCREASE
   a. Initial approval must be obtained and documented from the Department Chair, Division Chief (if applicable), and the Vice-Chair of Education (if applicable).
   b. Once the approval is obtained from the Department, the Program Director may petition the GMEC.
      i. The GME Complement Increase Application (found in MedHub or obtained from the GME office) must be submitted to the GME office with required signatures and attachments. Only complete applications will be accepted.
      ii. The Program Director may be required to present the request at a GMEC meeting.
      iii. Once GMEC approval is received the program will be notified by the GME office.
      iv. The program director may then initiate the complement change in the ACGME ADS. The DIO will review and approve the request which will commence submission to ACGME through the ADS.
      v. Final approval rests with the specialty-specific ACGME Review Committee.

3. REQUEST FOR A PROGRAM DIRECTOR CHANGE
   a. Initial approval must be obtained from the Department Chair, Division Chief (if applicable), and the Vice-Chair of Education (if applicable).
   b. Once the approval is obtained from the Department, the Program Director may petition the GMEC.
      i. The GME Program Director Change Application (found in MedHub or obtained
from the GME office) must be submitted to the GME office with required signatures and attachments. Only complete applications will be accepted.

ii. Once approval is granted by GMEC, the program will be notified by the GME office. The DIO initiates the program director change in the ADS on the date the change goes into affect. The new PD will receive an email from ACGME that they must respond to in order to finalize the process.

iii. Final approval rests with the specialty-specific ACGME Review Committee.

4. REQUEST FOR A PARTICIPATING SITE CHANGE
   a. Initial approval must be obtained from the Department Chair, Division Chief (if applicable), and the Vice-Chair of Education (if applicable).
   b. Once the approval is obtained from the Department Chair, the Program Director may petition the GMEC.
      i. The GME Training Program Participating Site/Rotation Change Application (found in MedHub or obtained from the GME office) must be submitted to the GME office with required signatures and attachments. Only complete applications will be accepted.
      ii. The Program Director may be required to present the request at a GMEC meeting.
      iii. Once GMEC approval is received, the program will add the site (if already an approved Participating Site in the ADS) to their site tab within their program page.
      iv. If the site does not exist in the ACGME approved Participating Sites list, the PD/PC must work with the GME office to add the new site.