Title: GME-33 Process for Requesting Change in Resident Complement or to Start a New Program

I. Policy Statement
   A. The purpose of this policy is to set forth the process for requesting a change in the number of residents in a program or to establish a new residency program.
   B. This policy is important because the process requires extensive paperwork, multiple signatures, funding approval, and other approvals. Following this policy will streamline the process and avoid delays.

II. Definitions
   Not Applicable

III. Process/Content.
   A. In general, requests must be submitted one year prior to the expected start date of the resident(s).
   B. The process is outlined below:
      1. The program director should submit a written request to the Graduate Medical Education (GME) office concerning the change. The request should include the following information:
         a. Brief business plan, including anticipated source of funding
         b. Educational rationale for the increase in a current program or for development of a new program
         c. Brief description of the program, including faculty numbers and clinical material
         d. Importance of the program to the division/department to UMHC, the State of Missouri, and the specialty program
      2. The program director should also fill out the form Program Funding Change Request (see attached blank copy) to indicate how the program will be funded.
3. Once the Senior Associate Dean of GME has reviewed the written request, the program director, must then present the request to the Graduate Medical Education Committee (GMEC) at the monthly meeting for approval.

4. The GME office will coordinate this as an upcoming GMEC agenda item.

5. If approved by the GMEC, the program should then complete the Program Funding Change Request, obtaining all signatures indicated.

6. Once the completed Program Funding Change Request form is returned to the GME office, the program director will be:
   a. Given the appropriate sign-on password to submit their request to the Accreditation Council for Graduate Medical Education (ACGME) (for a new ACGME accredited or expansion of an existing ACGME accredited program, or
   b. Informed that his/her non-ACGME accredited program is approved for expansion initiation.

7. For ACGME accredited program requests (initiation or expansion), final approval will be granted by the ACGME.

IV. Attachment
   A. Program Funding Change Request Form

V. References, Regulatory References, Related Documents, or Links
   Not Applicable