


# Title: Graduate Medical Education - Process for Requesting Change in Resident Complement or to Start a New Program

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## 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 and other approvals. Following this policy will streamline the process and avoid delays.

## II. Definitions

- a. 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 Office of Graduate Medical Education (GME) sends an email in July/August with directions, forms, and deadlines for submission.
  2. The program director should submit the completed program funding change request form via email to GME. The form should be completed in full and contain the signature of both the department chair and program director.
  3. The request will then be placed on the next House Staff Complement Review Committee agenda.
  4. In early January the committee will rank their approvals taking into consideration the healthcare needs of the citizens of Boone County and the strategic plan of MUHC.
  5. The DIO, Hospital Administration and the Dean will meet to make final decisions on funding based on the criteria listed above.
  6. GME will contact each program to inform them of the approval or non-approval of their request.

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- 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.
  8. If a program is not approved by their RRC as a new program or for expansion of a current program, there will be a list of alternate programs that will receive the funding.

### **IV. Attachments**

- a. Program Funding Change Request Form

### **V. References, Regulatory References, Related Documents, or Links**

- a. Not Applicable