

SUBJECT: Request for Expansion/Funding for Existing Program

SOURCE: Institutional GME Policy

Effective Date: July 1, 2010

Revision Date: November 2012

DISTRIBUTION: Program Directors

PROCEDURE: Any existing residency or fellowship program requesting an increase in trainee complement will need to follow a 2-step process:

Step 1

1. Complete an application and submit it to the GME Office.
2. Receive approval for a complement increase from the ACGME (this includes DIO approval).
3. The GME Office will review the application as well as review the following program specific criteria (that is already in the GME Office):
 - a. Evidence of ACGME approval, if required, for complement increase
 - b. The program's most recent ACGME accreditation letter
 - c. The program's most recent Internal Review Report
 - d. Results of the program's most recent ACGME Resident Survey
 - e. The program's pass specialty board rate during the previous 3 years compared to the national mean.
4. The GMEC will review the application and program specific data and recommend to the Dean whether the program is of sufficient educational quality to be considered for a complement increase.

Step 2

5. The Chairman and/or Program Director will submit a funding plan/request to the Dean. All requests for expansion and funding **MUST** have final approval from the Dean. The

Dean, based upon institutional mission and availability of funding, will make a final decision regarding the program's request.

6. The Dean will communicate via email to the Chairman, Program Director and Associate Dean his/her decision. The GME Office will not process any additional hiring until this confirmation is received in writing from the Dean.

REQUEST FORM for EXISTING PROGRAM

Date: _____

Program: _____

Program Director: _____

Department Chairman: _____

Please answer the following:

1. Number of trainee increase requested and explanation of how and over what time period they will be integrated into the program.

2. Discuss the impact, both clinically and educationally, of a complement increase on current trainees in your as well as in related programs.

3. Is/will your program be in compliance with the ACGME faculty/trainee ratio for your specialty?

4. List and explain any changes in resident/fellow complements during the last five years.

5. What alternatives are there to the program other than increasing resident/fellow complement?

Submitted by:

Program Director Signature

Department Chair Signature