

New ACGME-Accredited Program Policy

Graduate Medical Education Committee - Policies and Procedures

Purpose

In compliance with the ACGME Institutional Requirements, the Graduate Medical Education Committee (GMEC) sets forth this policy to review and approve requests for new ACGME-accredited residency or fellowship training programs. The term “Training Program” refers to all proposed ACGME-accredited residency and fellowship programs.

This policy does not apply to a non-ACGME-accredited program, or a Non-Standard Training (NST) Program (please refer to the NST Program Policy for guidance regarding these programs.) All non-NST, non-ACGME-accredited programs are administered in the appropriate clinical department and are not subject to GMEC oversight.

The ACGME Institutional Requirements (Reformatted, 2025) state:

1.13.d. The GMEC is responsible for the review and approval of applications for ACGME accreditation of new programs

1.13.h. The GMEC is responsible for the review and approval of appointment of new program directors.

Procedure

1. A department interested in developing a new ACGME-accredited training program will complete the “Request for New ACGME-Accredited Program” form (see attached).
2. The request form will be submitted to the GME office for review to ensure the program is eligible to be considered as a new training program.
3. Once the Request Form has been reviewed by the GME office and deemed eligible as a new training program, the department will be notified to review the ACGME guidelines and timeline for submitting a new training program application in the ACGME Accreditation Data System (ADS) available at <https://www.acgme.org/programs-and-institutions/programs/program-application-information/>. The department is also encouraged to review the Learn at ACGME Learning Path, “Applying for Program Accreditation.” A login and password is required to access the content and can be created on the Learn at ACGME login page available at dl.acgme.org.
4. Department leadership will next meet with the GME office team to review the request and proactively address questions regarding the new program application and the anticipated timeline.

5. The department chair will submit a letter of support for the anticipated program director, and a copy of the anticipated program director's CV. Please see the GMEC-approved "Appointment and Removal of Program Directors" policy for the appropriate steps.
 - a. If the proposed program director is not approved by GMEC, the department will be asked to identify another individual to serve in this role, and to provide a letter of support and the new proposed program director's CV for GMEC review and approval.
6. The anticipated program director's letter of support and CV will be placed on the next GMEC agenda for review and approval.

Approval process for a request for a change in complement that requires funding:

7. The steps for requesting a new program that requires funding approval are outlined in **Addendum A. BUMG-T GME New Program or Existing Complement Change Approval Process**.
8. Once verification of funding has been received, the GME office will initiate the new program application in ADS. The program director will receive an email with ADS login information.
9. Once the program director can access ADS with their new login credentials, the program director will enter and upload all parts of the application in ADS. The completed application will be downloaded by the GME office to verify completion prior to being added to the GMEC agenda.
10. The completed application will be reviewed by the GMEC for approval.
11. If the new program is approved by the GMEC, the DIO will submit the final new program application to the ACGME in ADS.
12. The ACGME specifies that program coordinators cannot submit new applications.

Revised: August 2016
April 2023
December 2023, GMEC approved January 2024
May 2024, GMEC approved June 2024
Revised September 2024, GMEC approved November 2024
Revised formatting, June 2025, GMEC approved 08/01/2025
Revised 12/10/2025, GMEC approved 01/09/2026

REQUEST for **NEW ACGME-ACCREDITED PROGRAM**

Date: _____

Program: _____

Anticipated Program Director: _____

Please answer the following:

1. How will the new training program align with strategic priorities of Banner Health and the University of Arizona College of Medicine – Tucson?
2. Discuss the impact of the addition of this new training program, both clinically and educationally, on any related programs.

Anticipated Program Director Name

Anticipated Program Director Signature

Core Program Director Name

Core Program Director Signature

Department Chair Name

Department Chair Signature

Form Submitted by: _____

Date Submitted: _____

Addendum A. BUMG—T GME New Program or Existing Complement Change Approval Process

Step 1: Initial Program Request Submission

A. Department/Program initiates contact with GME Leadership:

1. Department/Program approaches the GME Leadership (Drs. Kathy Smith and Conrad Clemens) with interest in a new program or complement increase
2. GME office conducts an initial high-level review to ensure it is a reasonable request
 - a. For any concerns related to the request, Drs. Clemens and Smith will meet with departmental leadership to discuss concerns prior to completing next steps
3. GME office discusses the process and timeline with the department

B. Program completes required GME forms with signatures:

1. Program completes initial GME form, “Request for New ACGME-Accredited Program” with required signatures (anticipated Program Director, Core Residency Program Director when applicable, and Department Head):

C. Program prepares supporting documentation:

1. **SBAR** detailing educational, operational, and financial impact. Questions to consider:
 - a. **Educational benefit:**
 - i. What is the educational value of this program?
 - b. **Dedicated Research Time:**
 - i. Does the program being presented require dedicated research months? For example, some programs mandate 12 months of dedicated research time beginning in the first year of the program.
 - ii. How will the required block diagram incorporate this research time throughout the training program years? For instance, in a 3-year program, each academic year would include 4 months of dedicated research time, reducing clinical activity accordingly.
 - c. **Operational Impact:**
 - i. Impact on clinic or inpatient workflow
 - ii. Any additional accommodations needed from the hospital?
 - iii. How does it improve patient care/LOS/throughput?
 - iv. Will having fellows reduce our dependence on APPs or other staff?

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- v. Will fellow(s) take call, restricted vs. unrestricted?
- vi. Will our market possibly be able to hire graduates based on volume/demand projections?
- vii. What is our record in keeping our own graduates?

d. **Financial impact:**

- i. How will productivity or coverage be impacted by FTE reduction by the program director?
- ii. What is the current volume and projection for growth?

2. **Proforma** (use the *GME Complement Increase Pro Forma.xlsx* format):

- a. Proforma must include input from Andy Wegman from Medicaid/Medicare office
 - i. Include acknowledgement that if federal/state funding to GME stops, the program can finish out the current classes, but not matriculate new class
 - ii. Include communication confirmation from Andy Wegman in the form on an email snippet, etc.
 - iii. Currently new programs receive both Medicaid and Medicare funding. Program expansions only receive Medicaid funding.

D. **Program Submits to GME Office:**

- 1. All documents (GME forms, SBAR, and proforma) are submitted together to GME Office to avoid parallel streams of information
- 2. The GME office will review the forms for completion and accuracy, and ensure they reflect the current ACGME program-specific requirements
- 3. GME office submits completed program documents to Phyllis Michaels and Ericka Moore
- 4. **Timeline: Variable, 1 week after documents are received from the GME office.**

Step 2: BUMG-T Finance Review

A. **Phyllis/Ericka will send proforma to Finance**

B. **Finance reviews and approves proforma to ensure financial viability**

C. **Finance sends approved proforma to Dr. Andy Tang and Tawnya Tretschok, cc Ericka Moore**

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- D. *Timeline: 2 weeks, pending prompt response from the Department on follow-up questions from the Finance team.***

Step 3: BUMG-T Leadership Review

- A. Dr. Andrew Tang reviews all submitted materials**
- B. *Timeline: 2 weeks***

Step 4: Senior Banner Leadership Review

- A. Dr. Tang submits approved request to Dr. Benjamin Schwartz and Kat Berry**
- B. Request will be presented at an upcoming GME meeting comprised of core leaders: Drs. Schwartz, Tang, Bessell, and Tawnya Tretschok, Jessica Graham. Requesting program and department leadership will also be invited to present; be succinct and brief in your presentation. Recommended areas to highlight are key elements of the program and need. *Plan for 10 minutes to present, max.***
- C. *Timeline: 3 weeks, GME meeting occurs monthly***

Step 5: Banner Written Approval

- A. Banner sends written approval to GME office, Department, and local BUMG leadership**
- B. *Timeline: 1 to 2 weeks***

Step 6: GMEC Review and Approval

- A. GME office works with the program to bring request to GMEC (Graduate Medical Education Committee)**
- B. GMEC review focuses predominantly on educational merits of the request**
- C. GMEC provides approval or denial**
- D. *Timeline: Variable (dependent on GMEC meeting schedule)***

Step 7: ACGME Submission

- A. If approved by GMEC, the application/request is sent to the appropriate Review Committee of the ACGME for final approval**
- B. *Timeline: Variable (dependent on ACGME review cycle)***

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Total Estimated Timeline Summary

Step Process Component		Timeline	Cumulative Time
1	Initial Program Request & Document Preparation	Variable	Variable
2	BUMG-T Finance Review	~2 weeks	~2 weeks
3	BUMG-T Leadership Review	2 weeks	~4 weeks
4	Senior Banner Leadership Review	3 weeks	~7 weeks
5	Banner Written Approval	~2 week	~9 weeks
6	GMEC Review and Approval	Variable	Variable
7	ACGME Submission	Variable	Variable

Note: The Banner leadership review and approval process requires a minimum of **approximately 9 weeks** from finance review through final written approval. Programs should plan accordingly in consideration of ACGME deadlines and GMEC meeting schedules.