

UTHSCSA Graduate Medical Education Policies

Section 2	General Policies & Procedures	Effective:	January 2005
		Revised:	November 2006
Policy 2.1.16.	Process for Establishing a New GME Program	Responsibility:	Associate Dean for Graduate Medical Education
<b>Process for Establishing a New GME Program</b>			
Purpose	<p>The University of Texas Medical School at San Antonio, as the Sponsoring Institution for ACGME-accredited programs, has a fiduciary interest in ensuring that sponsored programs are of high quality and are appropriately resourced. When faculty wish to establish a new GME program within the institution, a proposal must be prepared, an internal review will be performed, and the report of the internal review of the proposed program will be reviewed by the GME Committee. The process for this review is detailed in the following paragraphs.</p>		
Policy	<p><b>Guidelines for Establishing a New Program</b></p> <p>One faculty member will serve as the Program Director for the proposed program. There must be an apparent need and rationale for establishing a new program, a well-defined administrative structure, and a written program curriculum. If ACGME accreditation is available, the program is expected to apply for ACGME accreditation and to become accredited. The Program Director will complete the Request for New Program Form and an ACGME Program Information Form (PIF). There must be documented source of funding for all training and accreditation costs (including application) for a minimum of five (5) years from the projected starting date.</p> <p>The ACGME accreditation process involves submission of an application for a new program to the appropriate Review Committee (RC) for review; this review will occur at a regularly scheduled RC meeting (meeting dates are listed on the ACGME website <a href="http://www.acgme.org">www.acgme.org</a>). The Program Director should: note dates for the RC meetings, contact the RC for deadlines for agenda submissions, and plan for the institutional review process to require 60-90 days.</p> <p><b>Process for Obtaining Approval</b></p> <ol style="list-style-type: none"> <li>1. Program Director contacts the Designated Institutional Official to inform of intent to establish a new GME program. The DIO will discuss the plans with the Program Director and his/her chair, and will schedule a date for an internal review of the proposal.</li> <li>2. Program Director completes the Request for New Program Form and Program Information Form (PIF) and submits these documents to the DIO.</li> </ol>		

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	<ol style="list-style-type: none"><li>3. An internal review is conducted according to the written institutional protocol. If the proposed program would present potential competition for limited clinical or other educational resources, impact on existing program(s) will be given due consideration.</li><li>4. A report of the internal review is presented to the GME Executive Committee for review, and to the full GME Committee for endorsement. Upon GME Committee approval, the PIF may be submitted to the appropriate ACGME Review Committee (RC), along with the application fee.</li></ol>
Forms	<ol style="list-style-type: none"><li>1. <a href="#">Request for Sponsorship of New GME Program</a> (Microsoft Word .doc file)</li></ol>
	<ol style="list-style-type: none"><li>2. <a href="http://www.acgme.org">Program Information Form (PIF) - www.acgme.org</a></li></ol>