

**University of Kentucky
Graduate Medical Education
New Resident/Fellow Training Program Request Policy**

Purpose:

The goal of this policy is to assure that requests for new training programs are handled in a fair, equitable and timely manner. Request for new residency training programs must be anticipated more than a full year before they are to be started to allow time for an Enterprise funding decision, submission to the RRC of the ACGME (or equivalent for non-physician specialties/programs) all necessary documentation needed for program approval and registration for the NRMP as applicable. Because the matching program for fellows occurs at various times during the year, requests for new fellowship programs must be anticipated often a full two years or more before they are to be effected.

Policy:

All training programs in Graduate Medical Education (GME) must seek accreditation from the ACGME (or equivalent accreditation body for non-physician specialties/programs) if such accreditation is available. A training program that has chosen not to seek an available accreditation will not be allowed to participate in University of Kentucky GME. All requests for new residency or fellowship training programs must be approved by both the University of Kentucky Enterprise and the RRC of the ACGME (or equivalent accreditation body for non-physician specialties/programs) before implementation.

Definitions:

FTE: A resident/fellow FTE refers to the cost of supporting a resident/fellow during a single academic year.

Line: A resident/fellow line refers to funding for a resident/fellow from the beginning to the end of training.

Procedure:

- A. Contact with the Assistant Dean of GME/ACGME DIO and the Director of GME for guidance is required 12-18 months prior to the anticipated start date for residency requests and 18-24 months prior for fellowships.
- B. Program Directors must prepare a written justification for the new training program. This request must be submitted to the GME Committee (GMEC) Compliance Subcommittee for review. The documentation **must** include:
 - Educational rationale for the training program including duration of training, participating institutions/facilities, faculty, program director, clinical rotations, adequacy of patient care and procedural volume to support the program, didactic conferences, evaluation processes, research, and resident/fellow complement requested.
 - Anticipated key faculty to resident/fellow ratio
 - Potential positive and negative impact on other training programs
 - A letter of support from the Program Director, Division Chief, and/or Chair of any other training program that will be involved in the training of resident/fellows and/or will be impacted by the program
 - Impact on clinical productivity at a departmental and Enterprise level
- C. The GMEC Compliance Subcommittee will evaluate the educational rationale, faculty to resident/fellow ratio, and the impact on other training programs and either (1) recommend

approval of the proposal for submission as written or (2) will make suggestions, comments or revisions to the documentation.

- D. If the GMEC Compliance Subcommittee makes suggestions, comments, or revisions to the proposal the Program Director may withdraw the request, or make changes in the documentation and submit a revised copy for GMEC Compliance Subcommittee for review.
- E. The GMEC Compliance Subcommittee will then make a recommendation to the Graduate Medical Education Committee which determines final approval or disapproval based on educational merit of the proposal.
- F. The Assistant Dean will provide a summary document of the GMEC decisions relative to any proposals considered to the Dean of the College of Medicine and other appropriate leaders within the Enterprise.
- G. This leadership group will (1) review the GMEC approved proposals and discuss as needed with the involved chairs and (2) prioritize the proposals to bring forward to the Enterprise Leadership.
- H. The Enterprise Leadership will (1) disapprove or (2) approve funding for the GMEC approved proposals. Program Directors will be notified in writing of the final decision through the Assistant Dean of GME.
- I. Program Directors who have been provided approval to proceed are encouraged to review "How to Apply for Accreditation in Seven Easy Steps" located on the ACGME home page www.acgme.org (or equivalent for non-physician specialties/programs), then must complete all the necessary documentation to submit the request for a new training program to the RRC of the ACGME (or equivalent for non-physician specialties/programs) via the Assistant Dean of GME/ACGME DIO and the Director of GME .

Approved GMEC: 05-27-09