

UTHSCSA Graduate Medical Education Policies

Section 2	General Policies & Procedures	Effective:	January 2005
		Revised:	November 2006, February 2015 October 2018
Policy 2.16.	Process for Establishing a New GME Program	Responsibility:	Designated Institutional Official

Process for Establishing a New GME Program

Purpose 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.

Policy **Guidelines for Establishing a New Program**

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 once the program is locally approved. The Program Director will complete the Request for New Program Form for review by the GME Office and the UT/UHS/VA GME Alignment Committee prior to initiation of ACGME accreditation process. This process will ensure there is a documented source of funding for all training and all accreditation costs. The ACGME accreditation process involves creation of an online PIF. This PIF will be held until completed and reviewed by the GMEC. The PIF is not to be submitted as part of an application for a new program to the appropriate Review Committee (RC) until the application for a new program has been approved. Once GMEC approval is obtained, the PIF is submitted to the RC for review; this review will occur at a regularly scheduled RC meeting (meeting dates are listed on the ACGME website www.acgme.org). 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.

Process for Obtaining Approval

1. Program Director contacts the Designated Institutional Official to inform of intent to establish a new GME program. The DIO or designee will discuss the plans with the Program Director and his/her chair, and will schedule a date for an initial review of the

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	<p>proposal.</p> <ol style="list-style-type: none">2. Program Director completes the Request for New Program Form.3. The New Program Form Part I, II, III is reviewed by UT/UHS/VA GME Alignment Committee. Committee approval is requisite for all UHS and/or VA funded positions and highly desired for all others.4. New Program Form Part IV is submitted to the GME Office.5. The GME Office communicates with the ACGME to open a new PIF for the proposed program.6. Program Information Form (PIF) is created by the program director and submits a print out of these documents to the DIO.7. A New Program Review (NPR) is conducted. 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.8. A report of the NPR 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.
Forms	<ol style="list-style-type: none">1. Request for Sponsorship of New GME Program (Microsoft Word .doc file)
	<ol style="list-style-type: none">2. Program Information Form (PIF) - www.acgme.org