

UTHSCSA Graduate Medical Education Policies

Section 2	General Policies & Procedures	Effective:	January 2005
		Revised:	November 2006, February 2015 October 2018 May 2022
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 Long 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 and reviewed/approved by the DIO. The proposed program is then presented to the GMEC for its review and approval. 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.

External accreditation is one marker of the excellence of an educational program. If accreditation is available from a recognized national entity including, but not limited to, accreditation by the Accreditation Council for Graduate Medical Education (ACGME), United Council for Neurological Subspecialties (UCNS), Committee on Advanced Subspecialty Training (CAST), Council on Podiatric Medical Education (CPME), Association of University Professors of Ophthalmology (AUPO), or Society of Urologic Oncology (SUO), the program must seek that accreditation after receiving local approval of the proposed program.

The Program Director will complete the Request for New Program Form for review/approval by the DIO. The proposed program is then submitted to the GMEC for its review/approval. For ACGME programs, an ADS Common Program application and a specialty-specific PIF is submitted to the RRC for review; this review will occur at a regularly scheduled RRC meeting (meeting dates are listed on the ACGME website [www.acgme.org](http://www.acgme.org)). The Program Director should: note dates for the RRC meetings, contact the RRC for deadlines for agenda submissions, and plan for the institutional review process to require up to 60-90 days. An analogous process will occur if the program is accreditable by another nationally recognized entity consistent with that entity's rules and processes.

**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.
2. The DIO, in consultation with other GME faculty as needed, and with the GME Alignment Committee, will seek revisions of the application and/or approve the application.
3. The GMEC will review/approve the proposed program upon recommendation of the DIO.

Forms

1. [Request for Sponsorship of New GME Program](#) (Microsoft Word .doc file)
2. [Program Information Form \(PIF\) - www.acgme.org](http://www.acgme.org)

