

UTHSCSA Graduate Medical Education Policies

Section 4	Program Policies & Procedures	Effective:	March 2014
		Revised:	May 2017
Policy 4.8	Requesting Increase in Resident/Fellow Complement	Responsibility:	Designated Institutional Official
Requesting Increase in Resident/Fellow Complement			
Purpose	ACGME Review Committees require prospective approval for increase in resident/fellow complement. The financial costs of resident/fellow positions are borne by participating sites, and an appropriate prospective review must direct the planning process. In addition, timing is important – the participating sites have individual financial years, and timing of the request should align with the appropriate interval for its consideration.		
Policy	<ol style="list-style-type: none"> 1. Program Directors are strongly encouraged to plan well in advance of the anticipated start date for new positions, in order to allow sufficient review time by the ACGME Review Committee and to target the most favorable time in the particular participating site’s budgetary cycle. 2. Program Directors will initiate a request for increase in resident/fellow complement using the template attached. 3. When the template is completed, the Program Director will submit to the GME Office and will discuss with the DIO and/or her designee and a final request document will be prepared. 4. At the same time, the Program Director will complete the online request for increase of resident/fellow complement (if required by the particular Review Committee). 5. When the ACGME Review Committee has approved the request, the complete request package (request and support documents, approval communication from ACGME Review Committee) will be reviewed by the Compliance and Accreditation Subcommittee of the GME Committee, and a formal evaluation will be prepared. 6. Requests which have received formal approval by the Compliance and Accreditation Subcommittee of the GME Committee will be forwarded to the designated participating site for review. 		