

UTHSCSA Graduate Medical Education Policies

Section 4	Program Policies & Procedures	Effective:	March 2014
		Revised:	May 2017 March 2021
Policy 4.8	Requesting Increase in Resident/Fellow Complement	Responsibility:	Designated Institutional Official
Requesting Increase in Resident/Fellow Complement and Funded Positions			
Purpose	ACGME Review Committees require prospective approval for an increase in resident/fellow complement. The financial costs of resident/fellow positions, requires an appropriate prospective review and must be integral to the planning process for a complement increase. Request for a change in funding source requires a similar prospective review. In addition, timing is important – the participating sites have individual financial years. The request's timing should align with Department planning and be prioritized and communicate with participating sites in light of other funding requests (i.e., MSA, AOA). Further, the request must follow the GME Alignment Committee decision cycles (typically January). For fellowships, this will require submission of more than one AY in advance.		
Policy	<ol style="list-style-type: none"> 1. Chairs, Division Chiefs and Program Directors are strongly encouraged to plan well in advance of the anticipated start date for new positions to allow sufficient review time by the ACGME Review Committee (complement increase) and to get request before the GME Alignment Committee by April for a January decision from the participating sites. 2. Program Directors will initiate a request for an increase in resident/fellow complement or funding using the template attached. 3. The request for complement increase will be reviewed by the Compliance and Accreditation Subcommittee of the GME Committee, and a formal recommendation will be prepared for the DIO. The timing of securing funding prior to a complement increase request will be considered on a by-case basis. For a funding increase alone, the Program Director will submit it to the GME Office and will discuss it with the DIO or designee. 4. The final request document (Complement and Funding Increase) will be submitted by April to the OGME for GME Alignment consideration. 		

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5. If approved by the OGME prior to funding being secured, the Program Director will complete the online request for an increase of resident/fellow complement (if required by the particular Review Committee).
6. Decisions on funding request generally occur in January for the next AY prior to the general NRMP MATCH quota deadlines.