

Policy 1.120 Graduate Medical Education Committee
Section Institutional Responsibilities
Subject Sponsorship of New ACGME Accredited Residency & Fellowship Programs
Policy Requirements: ACGME Institutional: 1.13.d. ACGME Common Program Requirements: 2.6.f.
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Purpose

To define the procedure for obtaining sponsorship by the University of Arkansas for Medical Sciences Regional Centers for a new Accreditation Council for Graduate Medical Education (ACGME) accredited residency/fellowship program.

Policy

The UAMS Regional Centers sponsors only residency/fellowship programs that are approved by the American Medical Association, recognized by the American Board of Medical Specialties, and can be accredited by the ACGME.

All new ACGME accredited programs operate under the auspices of the UAMS Regional Centers Graduate Medical Education Committee (GMEC). If there is an accredited ACGME pathway for a specialty, the UAMS Regional Centers GMEC requires that new program sponsorship be obtained using the ACGME application process rather than seek approval as a non-accredited training program. Please contact the Regional Centers GME Office for that information.

The Regional Centers GMEC will review and approve an application for a new program based upon an evaluation of the state's specialty and sub-specialty healthcare needs, the partner hospital(s) needs and ability to support both the program and related scholarly activities, the GME department's strategic goals, available program startup funding, program sustainment funding, and the ability of a program to comply with accreditation regulations.

At the discretion of the Regional Centers DIO, the process and timeline outlined below may be condensed to accommodate hospitals that have not previously had residents/fellows and are in cap-building status.

Procedure

1. The Department Chair and/or the Program Director (PD) candidate will request the internal UAMS Regional Centers Graduate Medical Education (GME) Program Self-Study Questionnaire (PSSQ) and budget template from the Regional Centers GME Office. The completed PSSQ and budget

documents should be sent to the Regional Centers GME Director. New programs will be considered with no pre-set deadlines, to accommodate the rapid expansion of new programs required for a 'virgin' or GME-naïve hospital.

2. The Regional Centers DIO and the Regional Centers GME Director will review the submitted PSSQ and budget documentation for completion and further information or clarification will be requested as necessary.
3. Based on the review of the submitted PSSQ and budget documentation, the DIO will provide a recommendation for sponsorship to the COM Dean, and notify the Vice Dean of GME and other appropriate leadership personnel GME of the new proposed program. The DIO of Regional Centers makes the initial decision regarding approval of sponsorship for a new program.
4. If the proposed program receives initial approval from the Regional Centers DIO, the new program request for application will be scheduled for review/discussion by the Regional Centers GMEC at the next available meeting. The Program Director of the proposed new program will attend the Regional Centers GMEC meeting to present an overview of the program proposal. The Regional Centers GMEC will vote to approve or reject the program's request for application as a new program under the UAMS Regional Centers Sponsoring Institution. The Regional Centers DIO or the Regional Centers GME Director will then notify the Department Chair and PD candidate of the application status decision.
5. If program is not approved by Regional Centers DIO, the Regional Centers GME Director will contact the PD candidate to advise them of their status. Requests may be revised and resubmitted.
6. If the Regional Centers GMEC approves the program's request for application, the Regional Centers DIO will open the ACGME application in WebADS. The Regional Centers GME Office may provide copies of other Regional Centers program applications, evaluations, and other materials to aid the PD in drafting the application.
7. The Regional Centers DIO will then convene an Application Review Committee that may include but is not limited to the following individuals: the Regional Centers DIO and/or the Vice Dean of GME, the Program Director, two additional Program Directors, the Regional Centers GME Director, the Department Chair of the program applying or his/her designee, and a representative stakeholder from the corresponding sponsoring hospital partner(s). The Application Review Committee will be advised of the targeted submission date for the application. Reasonable efforts will be made to accommodate the targeted submission date when possible.
8. Each ACGME Review Committee sets agenda closing dates for new program applications. It is the responsibility of the PD candidate to plan for the review of a program application to meet deadlines set by the ACGME and UAMS Regional Centers. A draft program application with all supplemental attachments must be submitted to the RC DIO for review no later than 6 weeks prior to the targeted application submission date. Exceptions to this deadline may be made by the Regional Centers DIO on a case-by-case basis under extraordinary circumstances.
9. The Application Review Committee will meet virtually or in person to review the application section by section, line by line. A section of the application will not be considered approved until all members of the Application Review Committee have approved it. Edits recommended by the Application Review Committee must be made by the PD.
10. The PD candidate must schedule a meeting with the Regional Centers DIO to review final comments and edits to the application within one month prior to the ACGME submission target date. The application will be shared with the Vice Dean of GME. The Regional Centers DIO will not submit the application to ACGME through WebAds until all requested edits are made and approved.
11. Once the program has received final approval of its application from the Regional Centers DIO and all final versions of the application and related attachments are submitted in WebAds, the Regional Centers DIO will then submit the application to the ACGME.

