Establishment of a new ACGME–accredited program

GMEC approved: March 2007
GMEC revised: July 2011
GMEC updated and approved: July 2014
GMEC reviewed & approved: April 2017

Policy

The Wayne State University School of Medicine Graduate Medical Education Committee is responsible for oversight of all graduate medical education programs in accordance with the Accreditation Council for Graduate Medical Education Institutional Requirements. All training programs in GME must seek accreditation from the ACGME if such accreditation is available. If accreditation is not available, an application for a non-accredited program must be completed (see “Applications for Non-accredited fellowships”). All requests for new training programs must be approved by the GMEC and the Residency Review Committee of the ACGME before implementation.

Procedure

Contact with the DIO for guidance is required 12 to 18 months before the anticipated start date for residency requests.

The program director of the proposed new training program shall petition the GMEC in an application also signed by the department chair.

The application to the GMEC must include:

- Educational rationale for the training program, including duration of training, participating institutions/facilities, faculty, program director, clinical rotations, adequacy of patient care and procedural volume to support the program
- Determine the impact of the new program on other training programs
- Develop the residents’ rotational schedule
- Develop the full-time equivalency budget by hospital on the rotational schedule
- Suggest possible sources of funding, including the department, for GME follow-up
- Inform the GMEC about how the program determined the number of residents per year and the total number of residents
- Describe the didactic structure, including at least the core curriculum educational structure, goals and objectives, and assessment tools
- Assure that the program director’s qualifications meet RRC guidelines
- Assure that adequate administrative structure and support are available
- Assure that key faculty members are available and that their absences from other programs do not create adverse effects
- Estimate resident duty hours and describe the system of monitoring duty hours
- Include letters of support from programs providing required rotations and from programs that could be affected

The GME Office will review the application and present its report to the GMEC. The GMEC will communicate its findings and recommendations to the program director and department chair.
If the GMEC finds in favor of the new program, the DIO will initiate the application in ACGME ADS. The program director will be notified by the ACGME to complete the application. Once the application is complete, the DIO has final approval before the application is submitted to the ACGME allowing reasonable time for review - minimum two weeks.

The opinion of the GMEC is final. The GME Office is responsible for the ACGME initial accreditation fee.

**Monitoring**

All applications for new programs will be reviewed and approved by the GMEC before official application may be made to the ACGME.

The DIO review of the final application before submission to the ACGME.