

GRADUATE MEDICAL EDUCATION COMMITTEE

— POLICY AND PROCEDURES FOR ADDING NEW PROGRAMS AND PROGRAM MODIFICATION —

The Graduate Medical Education Committee (GMEC) is charged with advising on all matters pertaining to the training of house staff at University of Iowa Hospitals and Clinics (UIHC). This responsibility includes the development of policies and procedures to alter the number of house staff physicians and dentists in each program that is sponsored or supported by UIHC, as well as the formation of new programs.

This policy applies to both UIHC residencies and fellowships that are ACGME-accredited and to those that are not. New programs, and programs seeking changes in complement (an increase or decrease) must petition to the GMEC for approval. Additionally, programs considering a change in program structure that involves creating or discontinuing rotations that are not at the University of Iowa Hospitals and Clinics should petition the GMEC for approval. Petitions must describe the educational rationale for the program or the changes to the program and describe the source of funding that will support any new programs, increases in resident complement, or if residents previously in externally-funded rotations will be returning to UIHC.

- A. **Petition Process** – To petition for a new program or to modify the complement or structure of an existing program, the Program Director must:
 - 1. Create a program description or modify the current program description (according to the requirements of the House Staff Affairs Office);
 - 2. Complete a “Petition for New House Staff Programs or Modification of Existing Programs” form and attach all of the required documents described therein; and
 - 3. Submit all required materials to the GMEC in a timely manner:
 - a) ACGME-Accredited Programs: Submit the description, petition form and all required attachments to the GMEC prior to any communication with the ACGME about the creation or accreditation of the program and prior to any recruitment efforts, program initiation or NRMP deadlines.
 - b) Non-ACGME-Accredited Programs: Submit the description, petition form and all required attachments to the GMEC at least eight (8) weeks prior to the initiation of the program and prior to any recruitment efforts or other recruitment deadlines.

- B. **Review Process:** Following review of the submitted materials, the GMEC will make a recommendation to the CEO/Director of UIHC through the GME Director/DIO. The CEO/Director of UIHC will review the GMEC’s recommendation and communicate the final decision to the GMEC. The GMEC will then communicate with the petitioning Program Director and will include the decision in the next GMEC meeting minutes, which will be distributed to all Program Directors of both ACGME- and non-ACGME-accredited programs at UIHC. Approval is final only upon signature of the CEO/Director of UIHC.

Questions concerning this policy should be brought to the GMEC.