

## **Medical Education Policy: Increasing the Number of Trainees in an Accredited Residency/Fellowship Training Program**

Facility: CMC

Origin Date:

Revision Date: August 2017

Sponsor: GMEC

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### **1. PURPOSE:**

It is the policy of the Office of Graduate Medical Education of CMC to provide valid and fair procedures to departments that desire to increase the number of residents or fellows in established accredited training programs.

### **2. SCOPE:**

This policy applies to all Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited graduate medical education programs sponsored by CMC or AOA accredited Carilion-based programs sponsored by Osteopathic Medical Network for Excellence in Education (OMNEE).

### **3. DEFINITIONS:**

Resident refers to all interns, residents, and fellows participating in accredited Carilion Medical Center post-graduate medical education programs.

### **4. PROCEDURE:**

- A. The Program Director must submit a written, formal proposal requesting an increase in the number of residents in an established training program to the Designated Institutional Official, who, after consideration, will take the request to the Graduate Medical Education Committee (GMEC) for discussion and formal action.
- B. The Program Director must obtain prior approval of the Carilion Medical Center CEO and/or CMO to proceed with the process to request an increase in the number of residents.
- C. The training program must have current ACGME, AOA, CPME, or CODA accreditation and must not have active citations or be on probation.
- D. The formal proposal to the GMEC requesting an increase in the number of residents must be signed by the Program Director and the Chair of the Department and must:

1. Inform the GMEC of the rationale for increasing the program's number of residents per year and the total number of residents anticipated after the increase.
  2. Specifically establish the educational need and discuss the effect on clinical and educational work hours.
  3. Determine the impact of the additional residents on other training programs.
  4. Provide the GMEC with letters of support from programs providing required rotations and from programs that could be affected by the increase.
  5. Prepare a budget statement detailing the financial, administrative, facility and clinical impact of the increased number of residents.
  6. Detail sources of funding and the impact on DME and IME and residency slot allocation.
  7. Confer with the GME Office regarding changes in the FTE budget.
  8. Provide a written statement from the Department Chair ensuring that adequate administrative structure and support will be available to accommodate the program's expansion.
- E. The Program Director of the residency will present the proposal to the GMEC.
- F. The GMEC will vote on the proposed increase and will communicate its decision in writing to the Program Director and the Chair of the Department. An affirmative decision by the GMEC does not commit Carilion Medical Center to funding obligations.
- G. The decision of the GMEC is final. However, if new information becomes available, a new request for the increase in residents may be brought before the GMEC at a later date.
- H. If the GMEC finds in favor of the increase in residents or fellows, the Program Director is permitted to apply to the ACGME, AOA, CPME, or CODA to increase the number of trainees in the established training program. The letter to the accrediting body must be signed by the Designated Institutional Official or Director of Osteopathic Medical Education as appropriate.

The Program Director should use the letter of support from the GMEC as part of the petition to the ACGME, AOA, CPME, or CODA.

<b>Name</b>	<b>Title</b>	<b>Dept./Committee</b>	<b>Date</b>
Daniel Harrington, MD	DIO	GMEC	March 11, 2007
Daniel Harrington, MD	DIO	GMEC	January 1, 2011
Donald W. Kees, MD	DIO	GMEC	February 25, 2014
Donald W. Kees, MD	DIO	GMEC	August 25, 2017