

# **UB Graduate Medical Education Procedure for Requesting Change in Residency Program Size or New Program**

*February 2008*

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## **Filing Application:**

1. Submit Letter of Intent to Office of Graduate Medical Education by May deadline including:
  - Rationale for change in program size or new program
  - Requested number of new trainees per year
  - Target number of trainees
  - Academic year when increase will begin
  - Regional Patient Care needs
  - Other relevant workforce data
  - Report estimated time residents will be assigned on an annual basis to each participating hospital and/or non-hospital setting
2. Review responses to most recently submitted GME Dashboard and provide status report on yellow and red areas
3. Submit Letter of Support from Department Chair to include:
  - Role of program in Departmental mission
  - Faculty commitment to residency education and research
  - Sources of non-hospital funding for resident salary and benefits, if applicable

## **Application Review:**

1. GMEC subcommittee will review information supplied in items 1-3
2. Recommendation to GMEC
3. Office of GME will solicit potential hospital funding sources
4. GMEC forwards recommendation to Dean for final action
5. Program requests increase through WebAds (ACGME website) or prepares PIF as applicable. PIF must be reviewed by GMEC prior to ACGME submission.