

UB Graduate Medical Education Annual Program Plans

8/98, 9/04; 12/04;
Rev. February 2008

1. Program Directors submit their change in program size or new program requests for the upcoming academic years on a timetable to be determined by the Office of GME according to the *“Procedure for Requesting Change in Residency Program Size or New Program”*.
2. The Office of GME collates approved changes in program size requests, new program requests, and continuing positions into a preliminary annual plan. The preliminary annual plan is distributed to programs with pay line assignments based on past rotation data submitted by the program.
3. Program Directors submit their approval or changes to the preliminary annual plan to the Office of GME within the stated time period.
4. The Office of GME submits the annual plan to affiliated hospitals and works with programs and hospitals to determine a final annual plan. The final annual plan is submitted to the GMEC for approval.
5. Once the annual plan has been approved, changes in resident rotations of greater than 3 months must be communicated to the Office of Graduate Medical Education **AND** approved by the Graduate Medical Education Committee (GMEC). This may require a change in the residents’ pay line.
6. Programs with positions remaining unfilled after the NRMP results are released must request approval for filling these positions from the Office of Graduate Medical Education after 30 days. The institutional contract with the Match prohibits taking senior U.S. allopathic students outside the Match.
7. Throughout the year, programs must contact the Office of Graduate Medical Education prior to hiring residents for vacant positions anytime after June 1st. (see *“Filling Residency Lines Procedure”*)
8. All resident contracts must be signed by June 1st.