

UB Graduate Medical Education Filling Residency Lines Procedure

05/02; Rev 01/05

Rev. March 2008

In the normal course of business, residency training programs may wish to fill an approved residency line outside the normal academic year (off-sync) due to changes in resident employment. All changes to resident employment must be submitted to the Director, GME Resource Management at least one pay period prior to the effective date of the change.

Requests to replace / fill a vacant residency line must be submitted to the Director, GME Resource Management prior to making an offer to the prospective resident. Increases in the number of trainees beyond the program's ACGME approved resident complement must be approved by the ACGME prior to making an offer of the position to the prospective resident.

The following guidelines must be observed when filling any off-sync vacancies:

- **Permission from the Graduate Medical Education Committee (GMEC) is NOT required when:**
 - *Replacing a vacant position with a resident at the same PGY level:*
 - And the new resident will have a delayed graduation date of 3 months or less
 - *Replacing a vacant position with a resident at the same PGY level and will have a delayed graduation date of more than 3 months in a future year.*

- ***IF the program is willing to reduce the number of residents accordingly and this intention is submitted in writing. Permission from the GMEC Committee is required when:***
 - *Replacing a vacant position with a resident who will graduate more than 3 months into a subsequent year and the program is not willing to reduce their numbers accordingly;*
 - A written request must be submitted to the GMEC at least two weeks prior to the next scheduled meeting;
 - This request must be accompanied by a statement from the paying hospital agreeing to support the increased FTE.

The Senior Associate Dean for Graduate Medical Education may approve resident line transfers within a department. Approvals will be presented to the GMEC at its next meeting.*

*approved at the GMEC meeting of June 10, 2003.