Graduate Medical Education Policy
Approved by the GMEC (Graduate Medical Education Committee) on May 23, 2023

Effective Date: July 1, 2023
Review Date: May 2023 (New)
Next Review Date: May 2024

Policy Name: **Request for New Program Development Policy**
Purpose: To define the procedure for obtaining Institutional Sponsorship by OSU-CHS/OMECO for a new Accreditation Council for Graduate Medical Education (ACGME) accredited residency/fellowship program.
Policy Type: Sponsoring Institution Policy

OSU-CHS/OMECO sponsors only residency/fellowship programs that demonstrate strong potential for accreditation by the ACGME. All newly approved ACGME accredited programs operate under the governance of the OSU-CHS/OMECO Graduate Medical Education Committee (GMEC). If there is an accredited ACGME pathway for a specialty, the GMEC requires that new program sponsorship be obtained using the ACGME application process rather than seek approval as a non-accredited training program.

The GMEC is responsible for reviewing and approving an application for a new program based upon the state's healthcare needs, institutional needs, sponsoring institutional ability to support the program, and the ability of a program to comply with accreditation regulations. This policy does not apply for expansion of existing programs through alternate funding issues that do not require new program development.

Procedure

1. The Department Program Director (PD) candidate will request the internal OSU-CHS/OMECO Graduate Medical Education (GME) Program Self-Study Assessment (SSA) and budget template from the GME Accreditation Manager. The completed SSA and budget documents should be sent to the Executive Director of OSU-CHS/OMECO on/before July 1st of the academic year.
2. The GME leadership team will review the submitted SSA and budget documentation for completion and further information or clarification will be requested as necessary.
3. Based on the review of the submitted SSA and budget documentation, the GME leadership team will make an initial decision regarding approval of sponsorship for a new program.
4. If the proposed program receives initial approval from the new program request for application will be scheduled for review/discussion by the GMEC at the next available meeting.

5. The Program Director of the proposed new program will attend the GMEC meeting to present an overview of the program proposal. The GMEC will vote to approve the program's request for application as a new sponsored program under the OSU-CHS/OMECO Sponsoring Institution.
6. The DIO will then notify the Department Chair and PD candidate of the application status decision.
    a. If the program is not approved by the GME Leadership Team, the DIO will contact the Program Director candidate to advise them of their status. Applications may be revised and resubmitted during the next program application cycle.
    b. If the GMEC approves the program's request for application, the Assistant Director of GME will open the ACGME application in WebADS.
7. Each ACGME Review Committee sets agenda closing dates for new program applications. It is the responsibility of the PD candidate to plan for the review of a program application to meet deadlines set by the ACGME and the GME.
8. A draft program application must be submitted to the DIO for review no later than 8 weeks prior to the targeted application submission date.
9. The Program Director candidate must schedule a meeting with the DIO to review comments and edits to application at least one month prior to the ACGME submission target date.
10. Revised hard copies of the ACGME application must be resubmitted to the DIO for review of the edited version. This process will continue until the application is in the final state for submission.
11. Once the program has received final approval of its application from the DIO, the program then enters that version in WebADS.
12. Once the final application is entered into WebADS, the DIO will then submit the application to the ACGME.

References
ACGME Sponsoring Institution Requirements

I.B.4. Responsibilities: GMEC responsibilities must include:
I.B.4.b).(4) applications for ACGME accreditation of new programs; (Core)
I.B.4.b).(8) appointment of new program directors; (Core)