

GME PROTOCOL FOR APPLICATIONS FOR PROGRAM RESIDENT COMPLEMENT CHANGES

Written/email inquiry from Program Director to GME office requesting application to permanently change resident complement

GME office responds to inquiry with **Change in Resident Complement Application checklist**

Required documents submitted to GME office:

1. Description of current ACGME-approved complement, actual current resident complement (PGY by PGY) and proposed resident complement (PGY by PGY)
2. Description of proposed year-by-year transition/implementation plan to the proposed resident complement, including proposed starting date, and a proposed calendar for the implementation plan from initial implementation to completion to full complement
3. Educational Rationale for the proposed change (faculty, patient volume and participating institutional changes, etc.), including impact of proposal on current balance between clinical service and education. Include list of specific faculty and rotations/institutional changes if they are included in this justification, including competency-based goals and objectives for each PGY at each new rotation. Also please address if physician specialty shortage in KS and nationally plays a role in this proposal.
4. Rotation block diagram: current and proposed year-by-year block diagrams for each PGY-level until full complement achieved as specified in transition plan, including a short concise written summary description of the proposed step-wise rotation changes (i.e., institutions, duration, experience)
5. Current chief resident and last year's graduate case number or procedure totals with comparison to national percentiles. This is required of programs that record case numbers and/or procedure totals for ACGME purposes.
6. If the request is for an increase in resident complement: Program Director must provide written inquiry to GME Financial office (Kim Meyer, Ph.D.) to determine amount of support needed per proposed resident (resident stipend, benefits & overhead per GME Finance Department). This inquiry to the GME Financial Office should include number and years of residents as well as anticipated Institutional Funding Source. The written response from GME financial office that dictates necessary resident stipend, benefits & overhead percentage must be submitted with this proposal. If the request is for a complement decrease, what current resident funding sources will be eliminated.
7. Written documentation of support and funding (resident stipend, benefits & overhead per GME Finance Department-see above) for new resident positions from funding source (Letter from Institutional Official). Document adequacy of Department resources to support proposed change in resident complement.
8. Documentation of Continued Accreditation by the ACGME with at least 3 year accreditation cycle length without major citations or accreditation issues.
9. Written response to ACGME letter of accreditation citations that are potentially related to or affected by changes in resident complement
10. Board certification exam first attempt pass rate for last 5 years graduates
11. Number and names of current residents who are moonlighting
12. Last 3 month average duty hours/week for each resident PGY level
13. Letter of support from Chairperson of Department and Division Chief
14. Letter of support from current residents
15. Other documentation as required by the Program's ACGME RRC application

Associate and Assistant Dean review documents & meet with PD and give feedback & suggestions

Assistant Dean add to GMEC agenda and present to GMEC

PD, Chairperson and Residents invited to participate in discussion

GMEC vote

Program Director apply to ACGME for resident complement change thru ADS

DIO approve application thru ADS