

GME Policy #: I-G	Graduate Medical Education Policy & Procedures Pennsylvania Hospital	Page 1 of 4 Effective: 06-18-08
	Subject: Financial Support and Allocation of Training Positions	

POLICY

Financial support, including stipends, benefits as well as allocation of positions shall be examined on an annual basis by the Graduate Medical Education (GME) Finance Subcommittee. The GME Finance Subcommittee will work with University of Pennsylvania Health System (PAH) Human Resources to make recommendations for stipends and benefits to the GME Committee (GMEC) who will then make recommendations to the hospital and PAH budgetary authority.

The allocation of positions for house staff among GME training programs will occur according to policies and procedure of the Accreditation Council for Graduate Medical Education (ACGME), Centers for Medicare & Medicaid Services (CMS), and UPHS. All programs must operate at or below their ACGME imposed cap for accredited training positions. The GMEC will be responsible for ensuring that programs change their resident complement base on educational rationale.

PURPOSE


To determine the procedures for allocation of financial and other resources to support GME trainees (also referred to in this policy as “residents” or “house staff”) and to determine the allocation of CMS funded positions among the training programs, in accordance with ACGME; American Board of Medical Specialties (ABMS) requirements; Pennsylvania licensing regulations; and CMS reimbursement regulations.

SCOPE

All ACGME-accredited or ABMS-recognized training programs within Pennsylvania Hospital of the University of Pennsylvania Health System (PAH).

DEFINITIONS

GME Finance Subcommittee: The subcommittee will be comprised of designated representatives from the GMEC; one representative from the House Staff ; the PAH Designated Institutional Official (DIO) representative(s) from PAH Corporate Finance with responsibility for GME cost reporting and budgeting; representative from Hospital of University of Pennsylvania (HUP), Pennsylvania Hospital (PAH) and Penn Presbyterian Medical Center (PPMC); and other appointed persons as requested by the Associate Dean for

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GME and/or the Dean of the School of Medicine and DIO. This committee examines house staff FTE requests submitted by Program Directors and makes recommendations to the GME Committee and, ultimately, to PAH budgetary authority concerning allocation of resources and positions.

Graduate Medical Education Committee (GMEC): The designated oversight committee with responsibility for institutional management of all house staff training programs within the sponsoring institution.

IMPLEMENTATION AND MONITORING


The PAH Chief Medical Officer, DIO, Department Chairs, Program Directors and Office of GME staff will implement and monitor this policy. The Office of GME staff will regularly assess compliance through review of payroll and housestaff benefit record forms.

PROCEDURE

Stipends and Benefits

1. The DIO and Director of GME will work with the PAH Department of Human Resources to obtain the annual report from the Council of Teaching Hospitals (COH) on Resident Stipends and Benefits; the annual salary survey from the Association for American Medical Colleges (AAMC); and other pertinent benchmarking data (e.g., local market conditions) for the prior academic year.
2. This information will be reviewed with the GME Finance Subcommittee annually such that recommendations for stipends and benefits can be made to the GMEC; the GMEC, in turn, will make recommendations to hospital and PAH budgetary authority(s).
3. Following the decision by the hospital and PAH budgetary authority(s), the DIO will distribute the final written decisions to all Program Directors, Department Chairs and housestaff.
4. The Director of Graduate Medical Education will prepare a final budget summary for each training program and submit it to hospital and PAH Finance as per the defined budgetary protocol.


Allocation of Positions

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The DIO and the Director of Graduate Medical Education must reconcile FTE requests by Program Directors with the available support prior to the deadline for the National Residency Matching Program (NRMP) lists. This reconciliation will occur early enough to influence resident recruitment by the departments. The allocation of positions will be determined according to the following procedure.

1. Each department will receive their actual resident complement as of December 1.
2. Each program will analyze their actual resident count and project their budgets for the following fiscal year.
3. During each January, the Director of GME and the GME Business Administrator (BA) along with the Director of Reimbursement for PAH shall conduct budget planning sessions with program directors and their representatives. This information will be summarized and presented to the GME Finance Subcommittee.
4. The GME Finance Subcommittee will review current CMS guidelines to ensure compliance with governmental regulations for all positions slated to receive CMS funding as well as review the CMS imposed cap for resident positions.
5. The GME Finance Subcommittee will determine a proposed allocation of positions according to the following:
 - ACGME accreditation limits on training positions
 - The position of PAH relative to the CMS imposed resident cap
 - Strategic initiatives of PAH
 - Quality of educational program
6. The GME Finance Subcommittee will make recommendations to the Budgetary Officials of UPHS.
7. Appeals are made to the Dean, School of Medicine.
8. Following this process, the Director of GME communicates the final number of funded positions to the Program Director, Program Coordinator, Department Chairs and Department Business Managers in time to make adjustments in the NRMP quotas.
9. Positions not filled in the Early Match or in the NRMP are retained by the programs/departments and may be filled until July 1 of each year. Likewise,

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- positions that are filled and then vacated may be refilled by the programs/departments until July 1 of each year. However, in the event of adverse financial conditions, the decision to fill unfilled or vacated positions will require written approval of the Associate Dean for GME. On July 1, all unfilled positions will return to the Office of GME on a one-year, temporary basis (the positions will, for that fiscal year, no longer be designated to the program/ department). This “pool” of positions will then be assigned by the Finance Committee for the current fiscal year only, based on criteria regarding educational rationale, health system priorities, and approval of the appropriate Residency Review Committee (RRC). After that one fiscal year, the positions will revert back to the original program.
10. At any time during the academic year, requests to add a training position to accredited programs can be made by the Program Director to the Director of GME. It is recognized that positions added to ACGME programs require permission from the corresponding RRC.

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