

<b>GME Policy #: III-H</b>	<b>Graduate Medical Education Policy &amp; Procedures Pennsylvania Hospital</b>	<b>Page 1 of 2</b> Effective: 06-18-08
	<b>Subject: Sponsorship of New Training Programs</b>	

**POLICY**

Pennsylvania Hospital of the University of Pennsylvania Health System (PAH) sponsors 2 types of training programs:

- Accredited programs - those that are recognized by the American Board of Medical Specialties and can be accredited by the Accreditation Council of Graduate Medical Education (ACGME) and
- Unaccredited programs - those that are not so recognized and thus by definition are unaccredited.


All accredited training programs must be approved for sponsorship prior to the implementation of the program by the Graduate Medical Education Committee (GMEC) and the DIO or his designee,. The application for a new program may be submitted by a faculty member with the signature of the Department Chair according to the procedure specified below. Failure to obtain approval for sponsorship prior to the start date of the program will result in the department incurring all costs of the program, including selected ACGME fees, resident stipends and benefits. All new training programs will operate under the auspices of the GMEC according to ACGME institutional policies and procedures.

All unaccredited training programs are sponsored by departments that will incur the full costs associated with training. Such programs must abide by the duty hour regulations set forth by the ACGME but are not accountable for other ACGME specific polices or procedures. All unaccredited programs will abide by the Graduate Medical Education (GME) policies as outlined in the scope of each policy.

**PURPOSE**

To define the procedure for establishing a new residency or fellowship training program sponsored by PAH.

**SCOPE**

Supersedes NEW	 Issued by:
	R. Michael Buckley, MD Designated Institutional Official

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This policy applies to all accredited and unaccredited training programs sponsored by PAH.

**IMPLEMENTATION**

Implementation of this policy is the responsibility of the Department Chair, Program Directors, GMEC, Designated Institutional Official (DIO), The Dean, and Office of GME Staff.

**PROCEDURE**

1. The program director must submit a letter of request for a new program to the Associate Dean for GME. The letter must include an explanation on how the new program will specifically benefit the PAH GME organization and the impact it will have on any other PAH programs. If approved, the program director may begin completing the Program Information Form (PIF document) and/or other ACGME application forms.
  
2. Once complete, the program director must present the request and documentation to the GMEC for discussion and approval. If approved, the application will be forwarded to the Dean or his designee for final approval. If approved by the Dean or his designee, the application will be sent to the ACGME for consideration.
  
3. Approval for new programs should be considered as programmatic only and in no way as a commitment for funding. All requests for funding of new programs must occur during the annual GME budgeting process. See GME Policy #I-G Financial Support and Allocation of Training Positions.

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