

<b>Policy 1.120</b> Graduate Medical Education Committee
<b>Section</b> Institutional Responsibilities
<b>Subject</b> Sponsorship of New Residency (& Fellowship) Programs
<b>Policy Requirements:</b> ACGME Institutional: I.B.4.b).(3) ACGME Common Program Requirements: II.A.4.n).(1)
<b>Version History:</b> Date Developed: 12/1999 Last Review/Revision: 2/2009, 5/2014, 7/2015, 7/2017 Replaces: policy of same name, dated 12/2003 Legal Review: 1/2018

**Purpose:**

To define the procedure for obtaining sponsorship by the University of Arkansas for Medical Sciences College of Medicine (UAMS COM) for a new residency (includes fellowship) program.

**Policy:**

The UAMS COM sponsors only residency programs that are approved by the American Medical Association, recognized by the American Board of Medical Specialties, and can be accredited by the Accreditation Council of Graduate Medical Education (ACGME). All new residency programs must support the strategic plan of the UAMS COM and the participating institutions and consider the fiscal situations of each entity.

All new programs operate under the auspices of the Graduate Medical Education Committee (GMEC) according to the GMEC Policy 1.100 Graduate Medical Education (GME) Programs and Residents.

The GMEC will consider an application for a new program based upon the state’s healthcare needs, institutional needs, institutional ability to support the program, and the ability of a program to comply with accreditation regulations.

**Procedure:**

1. The Department Chair and/or the Program Director (PD) candidate will request the internal UAMS Program Self-Study Questionnaire (PSSQ).
2. The Associate Dean for GME and the GME Office will review the PSSQ. Further information or clarification will be requested as necessary.
3. If initial approval is granted, the Department Chair and/or the PD candidate must meet with the Associate Dean for GME to discuss sponsorship of the desired new program. If the sponsorship request is for a fellowship program, the categorical residency PD should also be included in the discussion.
4. Based on the review of the PSSQ and initial meeting, the Associate Dean for GME will submit a recommendation for sponsorship to the COM Dean and other appropriate leadership personnel (Integrated Clinical Enterprise, Chief Clinical Officer for UAMS Medical Center, and Chief Clinical Officer for Arkansas Children’s Hospital). The COM Dean makes the final decision regarding approval of sponsorship for a new program.
5. After sponsorship approval, the new program request will be submitted to the GME Administrator to add to the GMEC agenda for review and approval. Individual members of the GMEC will be invited to be involved in

the detailed application process. The Associate Dean for GME will then notify the Department Chair and PD candidate of the decision.

6. The GME Administrator will open the ACGME application in WebADS.
7. The PD candidate will complete the ACGME application for accreditation (Program Information Form) in WebADS.
8. Once completed, the Program Director will provide the GME administrator four (4) complete copies of the ACGME application including all supplemental information for review, editing, revision, and approval. Copies must be provided eight (8) weeks prior to the ACGME submission target date.
9. The application will be reviewed by the GME Office faculty, staff, and GMEC members who will make recommendations for revisions. Required revisions must be made by the PD candidate in WebADS.
10. Revised hard copies of the ACGME application must be resubmitted to the GME office. This process will continue until the application is in the final state for submission.
11. The program then enters the final version in WebADS. At which time the DIO will then submit the application to the ACGME.