

Policy Title: Complement and Additions in Programs

Original Date: October 11, 2010

GMEC Endorsed: November 2011

Next Revision Date: March 2012

A handwritten signature in black ink that reads 'Susan M. Cox'.

Susan M. Cox, M.D.
Associate Dean for Medical Education
Designated Institutional Official

PURPOSE:

The complement of residents in a program must be commensurate with the total capacity of the program to provide each resident with a sufficient educational experience. ACGME Policies and Procedures, 20.96 Resident Complement. Feb. 8. 2010.

UT Southwestern has approximately ninety-eight (98) ACGME approved programs, forty-four (44) non-ACGME programs, and four (4) ABOG programs. After GMEC reviewed the volume of requests for complement increases and decreases as well as new program applications and withdrawals, a need for a new policy and process for handling these requests was determined. A new subcommittee to create a process and procedure for handling such requests. This new committee is the Complement and Additions in Program herein referred to as CAP.

RESPONSIBILITIES:

The CAP committee will assume responsibility for the following:

- ✓ Approval of increases and decreases in resident numbers resulting from the creation of new programs, dissolution of programs and transfers across institutions (This represents greater than 10% change (includes receiving residents) in resident complement in any institution.)
- ✓ Review of applications for new programs for Texas Medical Board (TMB), ACGME or other agency.
- ✓ Review of documentation to the RRC that requires GMEC approval related to complement changes or new programs.

PROCEDURE:

When a program needs an addition or a reduction in resident/fellow complement, to apply for accreditation or approval from the an accrediting agency or the Texas Medical Board or withdraw a program, a request must first be received in writing to the UT Southwestern Graduate Medical Education office. Once the request is received, an electronic or hard copy application packet will be sent to the program for completion. This must be returned to the GME office within 10 business days. Once the completed application packet is received, it will be forwarded to the CAP committee for review.

Timing of Committee Meetings

The CAP committee will convene quarterly to discuss permanent increases in complement, new program applications and as needed to review temporary increases request. In order to meet RRC timelines, it will be necessary for programs to adequately assess their complement and application needs well in advance of the deadlines set by the RRC to allow the CAP committee sufficient time to review their application and present to GMEC. This will allow the program enough time to make any suggested changes before final submittal to the ACGME or other agency.

Documentation Required

Changes in complement require the Program completes a Change or Addition in Program (CAP) form and submit any additional materials as indicated on the form.

For new ACGME program requests, a copy of the completed common and subspecialty PIF must be submitted along with the CAP application. If requesting a new program accredited by any other agency, a copy of the agency's requirements must be included with the application.

Notice of CAP committee Review decision

Once the CAP committee has completed the review of the program application one of the following areas will be highlighted on the bottom of the form.

- Approved - a signed copy of the application will be returned.
- Denied – with brief summary of reason for denial.
- Incomplete – with brief summary of documentation or information missing from the form along with re-submission instruction.

An email notice will then be sent to the program advising of the committee's decision along with a timeline for returning any requested information if needed.