

Operating Policy	
TITLE: Request for New Training Program	
ISSUING DEPARTMENT: Graduate Medical Education Committee, Creighton University School of Medicine-Phoenix	ORIGINALLY ISSUED:
DOCUMENT CATEGORY: Institutional	LAST REVIEWED: 7/1/26

PURPOSE

To provide valid and fair procedures for requesting to develop, obtain approval and accreditation (as applicable) for a new training program.

SCOPE

This policy applies to all requests for new training program development under the sponsorship of Creighton University School of Medicine-Phoenix (CUSOM-PHX). The scope encompasses all ACGME-accredited programs, programs accredited by other governing bodies and non-accredited programs.

DEFINITIONS

Academic Chair: The position appointed by the Creighton University Dean of the School of Medicine to oversee and support academic work in the specific service line.

Designated Institutional Official (DIO): The individual in a Sponsoring Institution who has the authority and responsibility for all of the institution's programs.

Program Champion: The individual helping oversee the new program request, who takes on the primary responsibility of ensuring everyone involved is on board and behind the ultimate success of the project.

Program Director (PD): The physician or clinical leader designated with authority over and accountability for the operation of a residency or fellowship program.

PROCEDURE (*steps may not necessarily be sequential)

- A. The Program Champion convenes a screening meeting with the DIO, GME staff and Creighton University Arizona Health Education Alliance Executive Director to address the request, obtain preliminary information, and discuss how to proceed.
- B. For non-ACGME accredited programs and non-accredited programs, the Champion should engage with the medical group and/or hospital leadership to ensure strategic alignment and preliminary commitment for funding.
- C. The Alliance Executive Director, DIO, and Program Champion obtain initial approval from the Creighton Alliance Board to proceed.
- D. The Program Champion, stakeholders, and GME staff complete the *New Program Request Form* (provided below).
- E. A Program Director Search is initiated consistent with the [GME Program Directors Search Committee Policy](#).
- F. The DIO, GME Office staff, and Executive Director of the Creighton Alliance review the submitted form. The financial analysis is developed.
- G. An overview of the request and financial analysis is presented to the Creighton Alliance Board.
- H. If the request is approved by the Creighton Alliance Board, the DIO and GME staff prepare the presentation for GMEC approval.
- I. The GMEC will review and vote on the petition to develop the new program.
- J. If the GMEC approves the request, the DIO, GME staff, and Program Director may proceed with completing and submitting the application through the appropriate accrediting body, if applicable, with the DIO providing institutional oversight.

ADMINISTRATION AND INTERPRETATIONS

The Graduate Medical Education Committee – Creighton University School of Medicine-Phoenix is responsible for the administration of this policy and may interpret its provisions as needed.

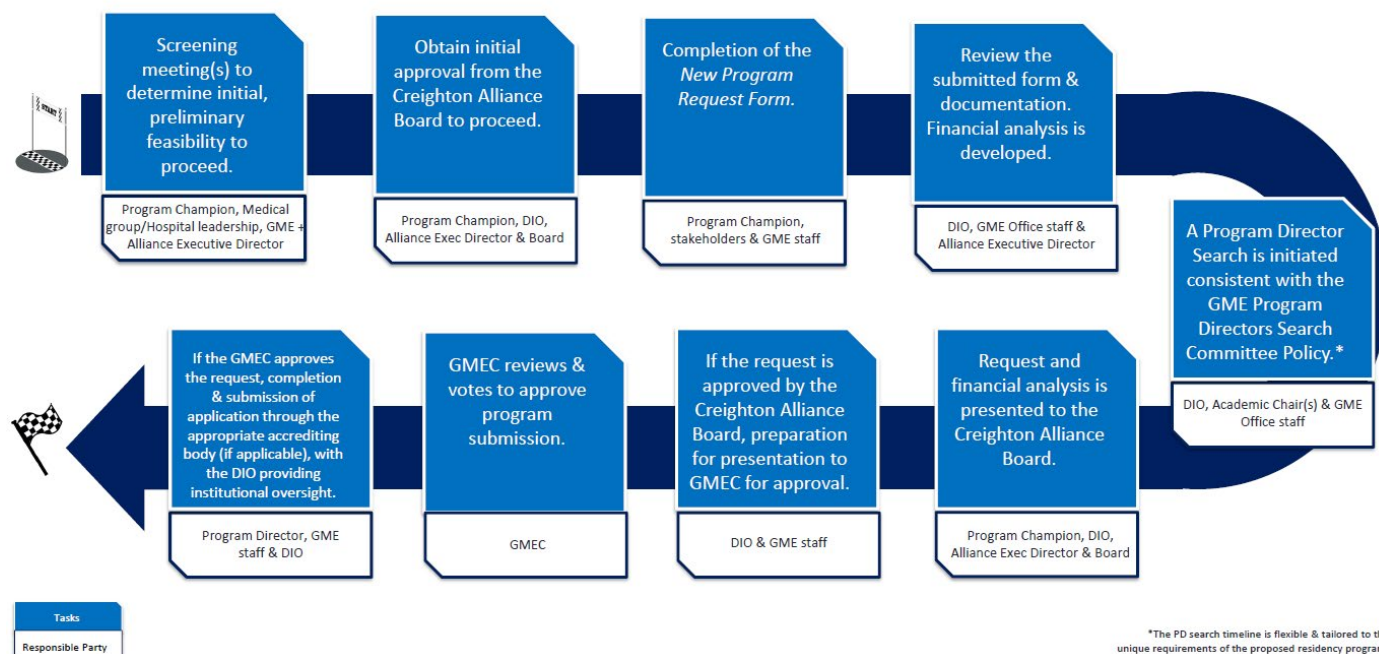
AMENDMENTS OR TERMINATION OF POLICY

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME institutional policy shall govern. The University reserves the right to modify, amend or terminate this policy at any time.

New Program Requests Approval Steps

	TASK(S)	RESPONSIBLE PARTY
☐	Screening meeting(s) to determine initial, preliminary feasibility to proceed.	Program Champion, Medical group/Hospital leadership, GME + Alliance leadership
☐	Obtain initial authorization from the Creighton Alliance Board to proceed.	Program Champion, DIO, Executive Director
☐	Clarification of Program Champion and stakeholders involved in process.	GME + Alliance leadership & GME Staff
☐	Completion of the New Program Request Form. Submit form to the DIO & GME Executive Director for review.	Program Champion & stakeholders
☐	Review of documentation in preparation for Creighton Alliance Board approval. Financial analysis developed from the information submitted, in consultation with stakeholders and in collaboration with CFOs and reimbursement teams.	GME + Alliance leadership & GME Staff
☐	A Program Director Search is initiated, consistent with the GME Program Directors Search Committee Policy. The PD search timeline is flexible & tailored to the unique requirements of the proposed residency or fellowship program.	DIO, Academic Chair(s) & GME Office staff
☐	Request and financial analysis is presented to the Creighton Alliance Board for review and approval.	DIO, Program Champion and/or Academic Chair
☐	If the request is approved by the Creighton Alliance Board, preparation for presentation to GMEC for approval.	GME + Alliance leadership
☐	GMEC assesses the educational content, impact and objectives of the request. Approval by vote required.	CUSOM-PHX GMEC
☐	If GMEC approves the request, the DIO, GME staff, and Program Director may proceed with completing and submitting the application through the appropriate accrediting body, if applicable, with the DIO providing institutional oversight.	DIO, GME, Program Director

New Residency/Fellowship Program Request



PLEASE NOTE

- ❑ The Program Champion serves as the lead person responsible for spearheading the new program request. They take the primary role in coordinating key specialty stakeholders and helping guide the request for full approval. Serving as the Program Champion carries no implicit guarantee of future program leadership roles, such as Program Director.
- ❑ Program directors are hired consistent with approved institutional GME policy: [Program Directors Search Committee](#)
- ❑ No residents or fellows should be hired or promised positions until all approvals have been obtained.
- ❑ Requests to specific ACGME Review Committees must not be made until after approval by the GMEC.
- ❑ The attached *New Program Request Form* will facilitate the necessary approvals and the final request to the ACGME or other accrediting body (as applicable).
- ❑ ***Send the completed New Program Request Form to dcastell@CREIGHTON.edu in the GME office.***

Creighton University School of Medicine-Phoenix Request for New GME Training Program

Program Name

Program Champion*

(Type name & date)

Phone

Email

Requested # of residents/fellows

DHMG Department Chair Approval

(If applicable, type name & date)

DHMG Academic Chair Approval*

(If applicable, type name & date)

DMG Department Chair Approval

(If applicable, type name & date)

DMG Academic Chair Approval*

(If applicable, type name & date)

*If Academic co-chairs exist

Rationale, Impact, and Financing for New Program

1. Reason(s) for request to add the new program:

2. What are the anticipated positive and negative effects of your proposed program on other training programs at CUSOM-PHX?

3. For accredited programs, please provide current program data in comparison to your accrediting body's requirements for rotations, clinical experiences, procedures, case volumes, or any other applicable accreditation standards.

4. Please attach a proposed block diagram by PGY level for a model resident/fellow.

5. Please provide a list of faculty members that will supervise residents/fellows during each rotation listed in the block diagram.

6. Accrediting bodies required minimum protected time (% FTE) based on projected program size for:

☐ Program Director

☐ Associate Program Director (if applicable)

☐ Program Manager

*For non-accredited programs, please provide an estimate

7. Describe the specific steps the program and department chair(s) will take to ensure that residents/fellows are not used primarily to meet service needs.

8. Please provide the plan to secure adequate space and resources (offices, desks, computers, labs, etc.) at St. Joseph's Hospital & Medical Center and Valleywise Health Medical Center.

9. Please review your specialty-specific scholarly activity requirements for residents/fellows and faculty. What is your plan to oversee those requirements are met?

10. Please provide the educational goals and objectives for one rotation.

SELECT SUPPORTING MATERIALS

ACGME TOPIC	LINK
GENERAL	
Program Applications	https://www.acgme.org/programs-and-institutions/programs/program-application-information/
Initiation and Submission of a new Program Application	https://support.acgmecloud.org/hc/en-us/articles/38390425238807-Initiation-and-Submission-of-a-New-Program-Application
ACGME Common Program Requirements Guide	https://www.acgme.org/education-and-resources/program-directors-guide-to-the-common-program-requirements/
Where can I find the Program Directors' Guide to the Common Program Requirements?	https://dl.acgme.org/courses/the-program-directors-guide-to-the-common-program-requirements-residency-ebook
Guide to Construction of a Block Diagram	https://www.acgme.org/globalassets/PDFs/Guide_to_the_Construction_of_the_Block_Diagram_3.30.17.pdf
How can I find a sample block diagram?	https://support.acgmecloud.org/hc/en-us/articles/38390396981271-Sample-Block-Diagram
What are Milestone Evaluations?	https://support.acgmecloud.org/hc/en-us/articles/38390449790487-About-Milestone-Evaluations
Who should be listed on the Faculty Roster?	https://support.acgmecloud.org/hc/en-us/articles/38390449379991-Faculty-members-that-should-be-included-on-the-Faculty-Roster
ACGME Institutional Requirements	https://www.acgme.org/globalassets/pfassets/programrequirements/2025-reformatted-requirements/institutionalrequirements_2025_reformatted.pdf
ACGME Frequently Asked Questions (FAQs)	https://www.acgme.org/about/acgme-frequently-asked-questions/

Creighton University School of Medicine-Phoenix GME Institutional Policies