

Operating Policy	
TITLE: Request for Increase in Number of Positions within Approved Complement	
ISSUING DEPARTMENT: Graduate Medical Education Office, Creighton University School of Medicine-Phoenix	ORIGINALLY ISSUED: 6/2/25
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PURPOSE

Provide all Creighton University School of Medicine-Phoenix (CUSOM-PHX) programs with valid and fair procedures for programs that desire to increase the number of residents/fellows (program size) within an already approved Accreditation Council for Graduate Medical Education (ACGME) maximum complement. Sponsoring institution approval of the total number of positions in a program is a critical step in ensuring that the program has the resources and capacity to provide a quality educational experience for its residents/fellows.

SCOPE

The policy applies to all CUSOM-PHX sponsored training programs that are ACGME accredited or meet the criteria in the Non-ACGME Accredited Program Policy. This policy does not address a temporary or permanent increase in the complement of residents/fellows.

DEFINITIONS

Academic Chair: The administrative head of an academic department, appointed by the CUSOM-PHX Regional Dean, responsible in matters concerning the administration of the department.

Complement: The maximum number of residents and fellows a program can have, approved by an ACGME Review Committee, and based on available resources.

Designated institutional official (DIO): The individual in a Sponsoring Institution who has the authority and responsibility for all of that institution's ACGME-accredited programs.

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

PROCEDURE

- A. The Program Director of an established training program requests an increase in the number of residents/fellows by completing and submitting a *Request for Increase in Number of Positions Within Approved Complement* form to the DIO and GME Office.
- B. The DIO, GME Office staff, and Executive Director of the Creighton University Arizona Health Education Alliance (Creighton Alliance) will review the request for internal approval.
- C. The DIO, GME Office staff, and Executive Director of the Creighton Alliance may request a meeting with the Program Director and program leadership to address any information submitted in the request.
- D. If the request is approved by the GME Office, the request to increase the number of residents/fellows within an already approved complement will be presented to the Board of Directors of the Creighton Alliance.
- E. Once the request to increase program size is approved by the Creighton Alliance Board, the Program may proceed to begin to recruit potential residents/fellows.
- F. This request does not require review by the respective ACGME specialty Review Committee via the ACGME Accreditation Data System (ADS).

ADMINISTRATION AND INTERPRETATIONS

The Graduate Medical Education Office – Creighton University School of Medicine-Phoenix is

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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.

Creighton University School of Medicine-Phoenix Request for Increase in Number of Positions within Approved Complement

Program Name	
Program Director Approval* (Type name & date)	
Phone	
Email	
Current # of residents/fellows per year	
Requested # increase of residents/fellows	
Proposed # of residents/fellows per year	
CUSOM Academic Dept(s) Chair Approval* (Type name & date)	
DHMG Department Chair Approval* (If applicable, type name & date)	
DMG Department Chair Approval* (If applicable, type name & date)	

*Typing name indicates approval and support to proceed with request for increase in number of positions within an already approved complement

PLEASE NOTE

- No residents or fellows should be hired or promised positions until all approvals have been obtained.
- The attached questionnaire will facilitate the necessary approvals and final request to the GME Office and the Creighton Alliance Board. Please address all questions on the next page and return to the DIO.
- Send the completed form to the GME office at alliance@creighton.edu.***

INSTRUCTIONS

Use this submission to highlight the importance and strategic fit of the proposal at this particular time. The questions or prompts in each section are intended to be a non-exhaustive guide for the type of content appropriate for each section.

Provide a description of the educational reasons for the increase in number of residents/fellows. The rationale must be educational and not based on service or specialty demands.

Educational rationale:

- The rationale should demonstrate that the increased program size will enhance resident education and training.
- Important: The increase should not be primarily driven by service needs or simply to "cover" uncovered cases.
- Examples of educational rationales include increased time for didactics, enhancing the learning environment, improving the experience on certain rotations, new clinical experiences required by an accrediting agency, improved compliance with clinical and educational work hour requirements and increased elective time.

RATIONALE, IMPACT, AND FINANCING FOR INCREASE IN NUMBER OF POSITIONS WITHIN APPROVED COMPLEMENT

1. Reasons for request to increase the number of positions within approved complement.

2. If your RRC or American Board have requirements for a certain number of rotations, clinical experience, number of cases, etc., please provide documentation of the latest group of graduating seniors status in complying with all requirements.

3. How will the increase in number of residents/fellows impact the educational quality of all learners (medical students, PA, etc.) within the program?
- Please include both the positive and negative effects on the educational program in comparison to the current program size.

4. Is there currently an adequate number of faculty for supervision of clinical activities to support the program size increase?
- Please provide a list of core faculty and proposed schedule for supervision of trainees. Include faculty to trainee ratios.

5. Does leadership, program manager(s), and/or core faculty time protection need to be adjusted to ensure compliance with ACGME requirements following the program size increase?

6. What are the anticipated effects of your proposed program growth on other training programs at CUSOM-PHX?

7. Is there adequate space and resources (offices, desks, computers, labs, etc.) to accommodate the program growth? Please provide a summary of necessary resources.

8. Are additional outside training sites needed to accommodate the increase to ensure the educational needs of the trainees are met? If so, please list the additional sites.

9. Additional Comments.

GME OFFICE USE ONLY

GME Office Approval Date

Alliance Board Approval Date