

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

## PURPOSE

Provide valid and fair procedures for requesting to develop and obtain accreditation for a new training program.

## SCOPE

This policy applies to all requests to develop new training programs that seek sponsorship by CUSOM-PHX, whether the programs are pursuing accreditation by the Accreditation Council for Graduate Medical Education (ACGME) or meet the criteria for Non-ACGME Accredited Programs seeking institutional sponsorship.

## 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.

**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 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:** The physician 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 and stakeholders convene a screening meeting with the Creighton University Arizona Health Education Alliance Executive Director and DIO to address the request, obtain preliminary information, and discuss how to proceed.
- B. The Alliance Executive Director and DIO obtain initial approval from the Creighton Alliance Board to proceed.
- C. The Program Champion, stakeholders, and GME support staff convene to complete the *New Program Request Form* (provided below).
- D. A Program Director Search is initiated consistent with the [GME Institutional Policy](#).
- E. The DIO, GME Office staff, and Executive Director of the Creighton Alliance review the submitted form. The financial analysis is developed.
- F. An overview of the request and financial analysis is presented to the Creighton Alliance Board.
- G. If the request is approved by the Creighton Alliance Board, the DIO and GME staff prepare the presentation for GMEC approval.
- H. The GMEC will review and vote upon the petition to develop the new program.
- I. If the GMEC approves the request, the DIO, GME staff, and Program Director are permitted to open an ACGME application with the respective specialty Review Committee via the ACGME Accreditation Data System (ADS). Once the application is submitted, the DIO oversees the request by signing-off in the ACGME ADS.

## 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.

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

<b>Program Name</b>	
<b>Program Champion* (print name)</b>	
<b>Program Champion Signature/Date</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Requested resident/fellow complement</b>	
<b>Academic Department Chair (print name)</b>	
<b>Academic Department Chair Signature/Date</b>	

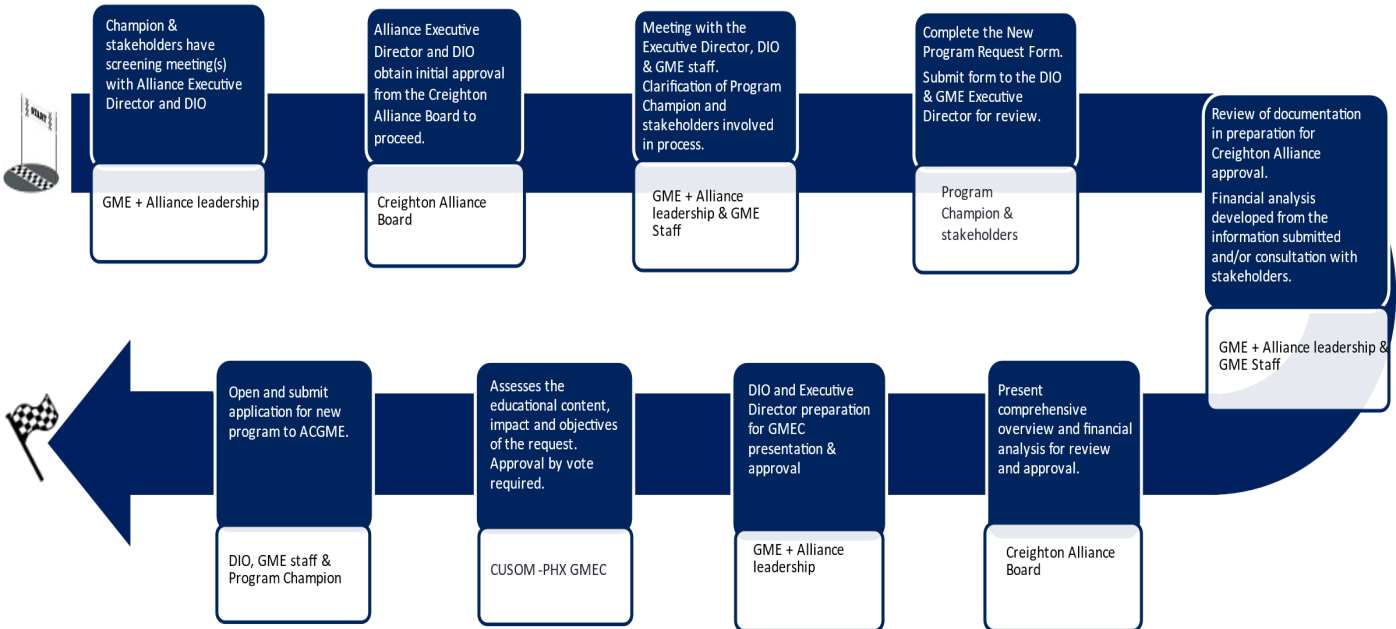
### New Program Requests Approval Steps

STATUS	RESPONSIBLE PARTY	TASK(S)
<input type="checkbox"/>	GME + Alliance leadership, Program Champion, stakeholders	Screening meeting(s) with Alliance Executive Director and DIO. Clarification of Program Champion and stakeholders involved in process.
<input type="checkbox"/>	Program Champion, stakeholders, DIO, Executive Director	Obtain initial authorization from the Creighton Alliance Board to proceed.
<input type="checkbox"/>	GME + Alliance leadership & GME Staff	Meeting with the Executive Director, DIO & GME staff. Clarification of Program Champion and stakeholders involved in process.
<input type="checkbox"/>	Program Champion & stakeholders	Complete the New Program Request documentation. Submit form to the DIO & GME Executive Director for review.
<input type="checkbox"/>	GME + Alliance leadership & GME Staff	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.
<input type="checkbox"/>	DIO, Program Champion and/or Academic Chair	Present comprehensive overview and financial analysis to the Creighton Alliance Board for review and approval.
<input type="checkbox"/>	GME + Alliance leadership	DIO and Executive Director prepare for GMEC presentation & approval
<input type="checkbox"/>	CUSOM-PHX GMEC	GMEC assesses the educational content, impact and objectives of the request. Approval by vote required.
<input type="checkbox"/>	DIO, GME staff & Program Champion	Open and submit application for new program to ACGME. The ACGME application includes the (1) Common Application, (2) Specialty-Specific Application and (3) uploading of required documents.

**PLEASE NOTE**

- ❑ \* The Program Champion is the person helping oversee the new program request who takes on the burden of ensuring everyone involved is on board and behind the ultimate success of the project. No a priori promises are made that the program champion will be guaranteed a specific position within the program (e.g., I am doing this, so I am the Program Director).
- ❑ Program directors are hired consistent with approved institutional GME policy: [Program Directors Search Committee](#)
- ❑ No residents or fellows should be hired or made promises for positions until all approvals have been obtained.
- ❑ Requests to specific ACGME / RRC’s must not be made until after approval by the GMEC.
- ❑ The attached *New Program Request Form* will facilitate the necessary approvals and final request to the ACGME. Please address all the questions on the next page and return to the DIO.
- ❑ **Send the completed New Program Request Form to [dcastell@CREIGHTON.edu](mailto:dcastell@CREIGHTON.edu) in the GME office.**

## New Residency/Fellowship Program Request



## Rationale, Impact, and Financing for New Program

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

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

3. If your RRC or American Board have requirements for a certain number of rotations, clinical experience, number of producers, cases, etc., will there be adequate experiences to meet RRC and Board requirements?

4. Assuming approval, what will the program look like for each year of training?

- Attach a block diagram by PGY year, for a model resident / fellow

5. Is there an adequate number of faculty for supervision of clinical activities?

- Please provide a list of core faculty and proposed schedule for supervision of trainees.

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

- Program Director
- Associate Program Director (if applicable)
- Program Coordinator

7. How will the program maintain an adequate balance of service vs. education?

8. How will the program meet the duty hours for each program year?

- Please provide a copy of the schedule demonstrating compliance.

9. How will the program comply with requirements on Work Conditions for each program year?

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

11. How will the program meet the requirements for Scholarly Activity as defined by the ACGME?

- Please provide a summary of proposed core faculty research & other scholarly activities.
- Please describe how adequate research & other scholarly opportunities will be provided to trainees.

12. How will the educational goals of the program be met?

- Please provide a copy of the educational goals and objectives.
- Please provide a copy of the proposed conference schedule and topics covered.

13. Are outside training sites needed to accommodate the educational needs of the trainees? If so:
- List the additional sites
  - You will be required to provide completed PLA's prior to the start of the rotation.

**SELECT SUPPORTING MATERIALS**

ACGME TOPIC	LINK
<b>GENERAL</b>	
Program Applications	<a href="https://www.acgme.org/programs-and-institutions/programs/program-application-information/">https://www.acgme.org/programs-and-institutions/programs/program-application-information/</a>
Initiation and Submission of a new Program Application	<a href="https://acgmehelp.acgme.org/hc/en-us/articles/360060830034-Initiation-and-Submission-of-a-new-Program-Application">https://acgmehelp.acgme.org/hc/en-us/articles/360060830034-Initiation-and-Submission-of-a-new-Program-Application</a>
ACGME Common Program Requirements Guide	<a href="https://www.acgme.org/meetings-and-educational-activities/program-directors-guide-to-the-common-program-requirements/">https://www.acgme.org/meetings-and-educational-activities/program-directors-guide-to-the-common-program-requirements/</a>
What is the Program Directors' Guide to the Common Program Requirements?	<a href="https://acgmehelp.acgme.org/hc/en-us/articles/360042761454-What-is-the-Program-Directors-Guide-to-the-Common-Program-Requirements-">https://acgmehelp.acgme.org/hc/en-us/articles/360042761454-What-is-the-Program-Directors-Guide-to-the-Common-Program-Requirements-</a>
Guide to Construction of a Block Diagram	<a href="https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf">https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf</a>
How can I find a sample block diagram?	<a href="https://acgmehelp.acgme.org/hc/en-us/articles/360042677814-How-can-I-find-a-sample-block-diagram-">https://acgmehelp.acgme.org/hc/en-us/articles/360042677814-How-can-I-find-a-sample-block-diagram-</a>
What are Milestone Evaluations?	<a href="https://acgmehelp.acgme.org/hc/en-us/articles/360043157893-What-are-Milestone-Evaluations-">https://acgmehelp.acgme.org/hc/en-us/articles/360043157893-What-are-Milestone-Evaluations-</a>
Who should be listed on the Faculty Roster?	<a href="https://acgmehelp.acgme.org/hc/en-us/articles/360043148073-Who-should-be-listed-on-the-Faculty-Roster-">https://acgmehelp.acgme.org/hc/en-us/articles/360043148073-Who-should-be-listed-on-the-Faculty-Roster-</a>
ACGME Institutional Requirements	<a href="https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf">https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf</a>
ACGME Frequently Asked Questions (FAQs)	<a href="https://www.acgme.org/about/acgme-frequently-asked-questions/">https://www.acgme.org/about/acgme-frequently-asked-questions/</a>