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| <b>Name of Policy: GME: Implementation of New Programs or Instituting Change in Existing Programs</b> |  <b>THE UNIVERSITY OF TOLEDO</b><br><small>1872</small> |
| <b>Policy Number: 3364-86-002-00</b>  | <b>Revision/review date: 5/20/2024</b>  |
| <b>Approving Officer: Dean, College of Medicine and Life Sciences</b>                                 | <b>Original effective date: 03/01/97</b>  |
| <b>Responsible Agent: Director, Graduate Medical Education</b>  |   |
| <b>Scope: UT College of Medicine Residency Programs</b>   |   |
| _____ New policy proposal   | _____ Minor/technical revision of existing policy   |
| _____ Major revision of existing policy   | _____ <b>X</b> Reaffirmation of existing policy   |

POLICY

Implementation of a new program or instituting a significant change in an existing program shall be presented to the Graduate Medical Education Committee for discussion and approval.

PURPOSE

To ensure excellence in education for residency programs at The University of Toledo.

To ensure adequate resources for residency programs at The University of Toledo.

PROCEDURE

Requests for Expansion or New Residency/Fellowship Programs

Program Directors, Chair, or Chair designee who are considering expanding the residency/fellowship size or developing a new residency/ fellowship program will have the opportunity at least once a year to submit the request in writing to the GME Office for presentation to a Committee for review. Requests which are approved by this Committee will be brought to the GMEC for approval prior to implementation or submission to the RRC.

Other Significant Program Requests

Other requests for significant changes in an existing program, such as change in Program Director or Associate Program Director, should be submitted in writing to the GMEC Chair for presentation to the GMEC for approval.

The Chair would then invite the Program Director to present the proposal at a meeting of the GME Committee.

If deemed necessary, the Dean of the College of Medicine would discuss the recommendation of the GME Committee with the Executive Committee of the College of Medicine and/or the Academic Affiliation Operating Group (AAOG).

The Dean of the College of Medicine would ultimately be responsible for approval of the changes.

The Program Directors will be responsible to correspond with their respective RRC with regards to the proposed changes in writing, and will have the designated institutional official's signature on such correspondence.

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| <p>Approved by:</p> <p>/s/ Shaza Aouthmany, M.D.</p> <hr/> <p>Chair, Graduate Medical Education Committee</p> <p>/s/ Christopher J. Cooper, M.D.</p> <hr/> <p>Dean, College of Medicine and Life Sciences</p> <p>Review/Revision Completed by:</p> <p><i>Graduate Medical Education Committee</i></p> | <p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"><li>• None</li></ul> <p>Review/Revision Date: Reviewed 2/00, Reviewed, 2/02, Revised 3/04, Revised 3/07/06, Reviewed 3/4/08, Reviewed 3/2/10, Reviewed 3/6/12, Reviewed 3/4/14, Revised 10/6/15, Revised 8/9/16, Revised 10/4/16, Reviewed 10/2/18, Reviewed 5/2024</p> <p>Next review date: 5/2026</p> |
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**Note: The printed copy of this policy may not be the most current version; therefore, please refer to the policy website (<http://utoledo.edu/policies>) for the most current copy.**



COLLEGE of MEDICINE  
THE UNIVERSITY OF TOLEDO

**Graduate Medical Education**

**Request for New Residency Program or Change in Existing Residency Program**

**Residency/Fellowship Program:**

**Date Request Presented to Graduate Medical Education Committee (GMEC):**

**Anticipated Date for Request to be Implemented:**

**Summary of Request**

**GMEC Recommendation**

- GMEC Approved request as proposed with no further follow-up or additional information.
- GMEC Withheld Approval of request pending additional information as follows:
- GMEC Denied request based upon the following factors:

\_\_\_\_\_  
Lori Schuh, M.D.  
Chair, GME Committee

\_\_\_\_\_  
Date

**Executive Committee and/or Academic Affiliation Operating Group (AAOG) (when deemed applicable)**

*Date Recommendation Discussed with Executive Committee and/or AAOG:*

**Dean, College of Medicine and Life Sciences**

- Approved recommendation as proposed with no further follow-up or additional information.
- Withheld Approval of recommendation pending additional information as follows:
- Denied recommendation based upon the following factors:

\_\_\_\_\_  
Christopher Cooper, M.D.  
Dean, College of Medicine and Life Sciences

\_\_\_\_\_  
Date

**If applicable, any approval withheld from the Dean or the Executive Committee/AAOG will be returned to the GMEC for notification.**

*Date GMEC notified:*

\_\_\_\_\_  
Lori Schuh, M.D.  
Chair, GME Committee

\_\_\_\_\_  
Date