


<p>Name of Policy: GME: Implementation of New Programs or Instituting Change in Existing Programs</p> <p>Policy Number: 3364-86-002-00</p> <p>Approving Officer: Dean, College of Medicine and Life Sciences</p> <p>Responsible Agent: Director, Graduate Medical Education</p> <p>Scope: UT College of Medicine Residency Programs</p>	 <p>Reviewed/Revised date: <u>10/04/16</u><u>10/2/2023</u></p> <p>Original effective date: 03/01/97</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input checked="" type="checkbox"/> Reaffirmation of existing policy</p>

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. The Committee will consist of equal member representation as designated by the Dean of the COMLS and ProMedica CEO. The DIO will serve as a member of the Committee. 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.

<p>Approved by:</p> <hr/> <p>Chair, Graduate Medical Education Committee</p> <hr/> <p>Dean, College of Medicine and Life Sciences</p> <p>Review/Revision Completed by: <i>Graduate Medical Education Committee</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• None <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 <u>revised 10/2/23</u></p> <p>Next review date: 10/2020<u>2025</u></p>
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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:

Shaza AouthmanyLori Schuh, M.D.
Chair, GME Committee

Date

COMLS Dean's 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:

Shaza AouthmanyLori Schuh, M.D.
Chair, GME Committee

Date