

Request for New Training Program

Program Name:

Program Director:

Program Coordinator:

Department Chair:

Specialty Program Director (if applicable):

Requested Effective Date:

Program Director Signature/Date:

Specialty Program Director Signature/Date:
(if applicable)

Department Chair Signature/Date:

Requests to for a new training program need review and approval by:

- 1) MUSC GMEC
- 2) ACGME/RRC

No resident or fellow should be hired or promised a position until there has been approval by each group noted above.

Please address all the questions/requirements on the next page in your request (This information is in addition to the WEBADS application for new programs). Send completed requests to E. Benjamin Clyburn, MD (c/o GME Office, room 202 MUH, MSC 333) at least two weeks prior to the GMEC meeting date where you would like this item considered.

FOR GME OFFICE USE ONLY:

Date Received: _____

Approved by the GMEC: _____

Review of funding by Beth Jones: _____

PIF/Letter signed by the DIO: _____

Request for New Training Program

Rationale, Impact and Financing for New Program

1. Why are you asking for a new program? (Aligning with hospital strategic planning, changes in ACGME structure, etc...)
2. When is your anticipated start date?
3. What are the anticipated effects of your proposed program on other training programs at MUSC?
4. 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?
5. Is there an adequate number of faculty for supervision of clinical activities?
 - Please provide a list of faculty and proposed schedule for supervision of trainees.
6. Assuming approval, what will the program look like for each year of training?
 - Include a block diagram by PGY year, for a model resident/fellow.
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. Are outside training sites needed to accommodate the educational needs of the trainees? If so:
 - List the additional sites and the educational rationale for each.
 - You will be required to provide completed Affiliation Agreements prior to the start of the rotation.
10. How will additional positions be financed?
 - departmental financing** hospital financing* other
 - **Please provide documentation via a letter from the chair indicating support.
 - *If MUHA support is being requested, please complete the appropriate documentation to be submitted to and reviewed by the GME Strategic Manpower Committee prior to coming to GMEC and include a copy of their approval letter. http://academicdepartments.musc.edu/gme/director_coordinator/internal/gme-strategic-manpower.html
11. Is there adequate space and resources (offices, desks, computers, labs, etc...) to accommodate the program?
 - Please provide a summary of necessary resources.
12. Is there adequate administrative support for the program and program director? Please describe departmental support for the program director and the training program.
13. How will the program meet the requirements for Scholarly Activity as defined by the ACGME?
 - Please provide a summary of faculty research activities.

- Please describe how adequate research opportunities will be provided to trainees.
14. 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. Scope of Practice information
- Please use the template found on the GME website (<http://academicdepartments.musc.edu/gmehandbook/appendix4/index.htm>) to complete a scope of practice for each PGY level.

Once GMEC has approved the program, you will be required to send a block diagram via electronic PDF to the GME Office. In addition, a brief education rationale for each affiliated site will be needed. This information will be used to initiate the application within WEBADS. If you have any questions, please contact Ann Ronayne in the GME Office (2-8681 or Ronayne@musc.edu).