**GMEC Approval Form**

**New ACGME Accredited Program Request**

Program to be created: Click here to enter text.

Proposed PIF new application submission date to ACGME: ***Click here to enter text.***

Proposed start date of program: ***Click here to enter text.***

Proposed Program Director: ***Click here to enter text.***

Proposed Program Coordinator: ***Click here to enter text.***

Proposed duration of training program: ***Click here to enter text.***

Proposed number of residents: ***Click here to enter text.***

Proposed number of residents per level of training year: ***Click here to enter text.***

Who is funding the positions: ***Click here to enter text.***

Have funds been secured by the Chair or department to support the trainees in the program (i.e. books, conference travel, etc.): ***Click here to enter text.***

Where is the administrative space for the residents going to be located: ***Click here to enter text.***

Who or what UT account number will pay for the ACGME new program submission fee: ***Click here to enter text.***

**Signatures at the bottom of the form by all parties acknowledge and agree to the following:**

* The ACGME Program Requirements have been reviewed and the program can meet every requirement without exception
* The COM requires protected administrative time for the Program Director of any ACGME program to be at least 10% although some RRC’s require a higher level of protected administrative time. Protected administrative time does not include clinical activities or resident supervision in the hospitals.
* All new Program Directors must attend the annual ACGME Educational Conference in the March following their approval by this committee at GME expense.
* All Program Directors must attend the annual ACGME Educational Conference at GME expense the year before every scheduled site visit.
* All Program Directors must attend the annual GME Retreat (generally mid-September)
* Residency Coordinators require at least 25% protected time for small fellowships, 50% protected time for large fellowships/small residency programs, and 100% protected time for multiple programs or large residency programs per GME protocol.
* UT GME policy dictates that the University does not accept trainees on an H1B visa
* All ACGME and GME policies and procedures will be followed

**The following documents must be submitted to the GME Office**:

* Letters or emails of funding from the hospitals or other entities certifying that they will pay for the residents in the program sent to Aaron Haynes
* Program Director CV
* Letter from the Chair and/or Program Director explaining the rationale for creating this program
* Application for ACGME accredited residency or fellowship (this is not the PIF)

Program Signatures:

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Chair Division Chief (if applicable)

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Program Director Core Program Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Manager/Director  Residency Coordinator

GME Office Signatures:

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