

## **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

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Division Chief (if applicable)

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Program Director

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Core Program Director

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Business Manager/Director

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Residency Coordinator

GME Office Signatures:

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Funding Secured

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GME Office Reviewed