

**PROCESS FOR EVALUATING AND APPROVING REQUESTS
FOR NEW TRAINING PROGRAMS AND INCREASES IN THE SIZE OF CURRENT PROGRAMS**

Changes to the number of House Staff (residents and/or clinical fellows) have both educational implications for existing trainees and fiscal implications for departments and the health system. This process is for those accredited by the Accreditation Council for Graduate Medical Education (ACGME) as well as those which are not. To systematically evaluate requests for expansion, a subcommittee of the Graduate Medical Education Committee (GMEC), the Complement Committee, meets monthly and accepts applications for expansions each quarter.

The Complement Committee will be chaired by the chair of the GMEC and will include the Vice President for Educational Affairs, at minimum three program directors from the current GMEC, a minimum of three house staff from the current GMEC, the Vice President for Clinical Enterprise Finance (or his/her designees), and the Chief Financial Officer (or his/her designees), as well as leadership from the Clinical and Research Enterprises.

The following process will be followed:

- Department/divisions contemplating establishment of new training programs or expansion of current programs should notify the Graduate Medical Education office as early as possible.
- Four times yearly, the office will notify all departments and training programs of the process and request that programs asking for House Staff increases, new programs, or change in current funding status complete and submit an application.
- Items to be addressed include, but are not limited to
 - educational justification,
 - impact on education of others in the institution (medical students, other residency or fellowship training programs),
 - national scope and need for such a program,
 - financial resources intended to support the new program/trainees,
 - quantified estimates of the financial impact (on the department and the health system) associated with new trainees,
- The Chair and DIO will review the applications and determine whether additional information is needed or whether the proposal can be presented at the upcoming meeting.
- The program director and/or chair will present the proposal to the review committee, after the committee has had the opportunity to review the written application.
- The subcommittee will make its recommendation to the full GMEC, which in turn will make the final recommendation regarding submission for further review by members of VUMC Finance administration and the Chief Health System Officer.
- Final decisions regarding expansion will occur after review by the Vice President for Educational Affairs, the Chief Health System Officer and appropriate individuals in VUMC Finance administration. Based on this review, the Chief Health System Officer of the Vanderbilt Health System and the Vice President of Educational Affairs will generate a letter to the program director and department chair, responding to the expansion request.

<u>First Approved by the GMEC</u>	<u>March 7, 2002</u>
<u>First Approved by the Executive Faculty</u>	<u>March 27, 2002</u>
<u>Revisions Approved by the GMEC</u>	<u>January 9, 2009</u>
<u>Revisions Approved by the GMEC</u>	<u>December 13, 2019</u>
<u>Revisions Approved by the GMEC</u>	<u>December 11, 2020</u>