

POLICY: Residency Sizing

Purpose: Policy and procedure for changes in program size and addition of new programs.

Policy/Procedure: The UCSF Fresno Graduate Medical Education Committee (GMEC) has the responsibility for monitoring and advising on all aspects of residency and fellowship education in compliance with the requirements of the Accreditation Council on Graduate Medical Education (ACGME).

Any change in residency/fellowship program size or addition of new programs must be formally proposed and justified by the Chief or Program Director of the proposing program and approved by the Associate Dean in Fresno, the GMEC, and appropriate RRCs (if applicable). Sponsoring or funding institutional partners or other funding resources (industry educational grants, NIH grants, clinical revenues, etc.) must agree to fund any associated costs for changes in residency/fellowship size or addition of new programs. Residency/fellowship closures or reductions must follow UCSF Fresno and ACGME policies regarding reduction in size or closure of a residency/fellowship program.

Residency Sizing Committee Membership

The Residency Sizing Committee shall consist of 6 members including the Associate Dean and the Assistant Dean for GME of UCSF Fresno. Those members will serve a 2-year term on the committee.

Annual Meeting

An annual meeting is to be conducted in June of each year to confer on issues related to medical education program activities at affiliate sites by type, size, reimbursement, support, faculty and staff support needs for the academic year commencing 20 months following the meeting.

Procedure

The Chief or Program Director must propose a change in residency/fellowship size and/or new residency/fellowship program with accompanying written justification which addresses potential benefits and barriers to a change in residency/fellowship size or addition of new programs. Barriers to be addressed include:

- Demand for the specialty/subspecialty in the Valley, Statewide, and Nationally
- Training opportunities for the specialty Nationally and Statewide (include number of residency/fellowship slots & how many slots are filled locally and Statewide)
- RRC requirements
- Sufficient faculty size, work force needs, and equipment to support increase or new program.
- Current patient volumes supporting the increase or new program
- If this program is a dependent program, what is the status of the sponsoring program (complete sizing form within this policy)
- Interdependencies with other programs and their faculty
- Increase or new program compatibility with mission of (potential) community partners
- Impact on other training programs
- Proposed funding sources (include potential outside funding sources – not existing training partners) and issues, including costs

In general, program expansion and new program proposals should only be considered for dependent programs in good standing and with support from the UCSF department. Good standing would be demonstrated by review of the institutional dashboard.

Unfilled training programs for the period of three academic years will be reviewed by the sizing committee to determine if closure of the program should be recommended to the GMEC.

Proposals shall be submitted to the GME Office for review and discussion with the Associate Dean and Assistant Dean for GME to determine further consideration. Once approved by the Associate Dean and/or Assistant Dean for GME, proposals will be forwarded to the Resident Sizing Committee for consideration, review, analysis, and recommendation to the GMEC.

A more detailed cost analysis including direct and indirect costs may be suggested to be developed for review and in discussion with finance. In addition, there will be an assessment of program inter-dependencies, effect on other residencies, faculty needs, and support staff. After analysis the sub-committee will make a recommendation for approval/disapproval to the Associate Dean/DIO and the GMEC.

Final approval of the proposal is dependent on explicit documented approval of the GMEC, appropriate funding approval from the funding partners, other resources or institutions, and the appropriate RRC (if required). If an approved increase in complement and/or new program is not implemented within three years, updated proposal information will need to be reviewed again by the resident sizing committee for approval prior to implementation. The GMEC will review any recommendation by the sizing committee for programs that haven't had trainees in them for 3 consecutive years. These will be considered for possible ACGME notification to withdraw the program.

(Original signed Policy is available in the UCSF Fresno Graduate Medical Education Office)

Michael Peterson, M.D., Associate Dean, Co-Chair GMEC



Residency Sizing Committee Form

Program:	
RRC Accreditation Status	
Next Review Date	
Citations:	
Last reviewed by SIR	
Current Size:	
PGYI	
PGYII	
PGYIII	
PGYIV	
PGYV	
RRC Approved Size	
RRC Requirements for Change in Size:	
Requested Size	
Last Sizing RRC result Approved vs. denied?	
Match Results	
% Matched	
% Scrambled	
#AMG vs. IMG	
Range of match to rank list	
Specialty Trends/Need	
Residency Complement	
US MD Grads	
DO Grads	
IMG Grads	
Faculty to Resident Ratio	
National Comparison (avg.)	
Resident Turnover	
Intraining Exam Percentile	
PGYI	
PGYII	
PGYIII	
PGYIV	
PGYV	
# on Remediation	
Probation	
Leaves of Absence	
Board Passage Rate	
Program Evaluations (Y/N)	
Accrediting Body (if applicable)	
Proposed Program Director	
Proposed Coordinator	
Proposed Start Date	