

**GRADUATE MEDICAL EDUCATION  
POLICY**

<b>Number:</b>	<b>007-001</b>
<b>Section:</b>	<b>Creation of New Positions</b>
<b>Title:</b>	<b>Increases to Program Complement</b>

**Effective Date: 6/25/2015**

**Previous Review & Approval by GMEC: 1/17/2008, 5/24/2007, 3/15/2012**

**Responsible Office: NJMS Graduate Medical Education**

**Update: Every five years from effective date or as needed**

**Purpose:** The Accreditation Council on Graduate Medical Education (ACGME) Residency Review Committee for each specialty determines the maximum number of residents approved for training per year and/or per program, based upon the availability of adequate resources in the sponsoring and participating institutions.

ACGME Institutional Requirements indicate that each residency program shall operate under the administration of one Sponsoring Institution (NJMS) and under the authority and control of the sponsoring institution. There must be an organized administrative system to oversee all residency programs sponsored by an institution, with a designated institutional official (DIO) in collaboration with the Graduate Medical Education Committee (GMEC), which must oversee all ACGME-accredited programs of the Sponsoring Institution. The DIO and GMEC must have the authority and the responsibility for the oversight and administration of the Sponsoring Institution's programs and responsibility for assuring compliance with ACGME Common, specialty/subspecialty-specific Program, and Institutional Requirements. This policy will serve to identify and define the process for the creation of new positions in NJMS Graduate Medical Education (GME) Programs.

**Scope:** This policy is applicable to all Rutgers NJMS GME Programs.

**Definitions:**

1. **Housestaff/House Officer-** refers to all interns, residents and subspecialty residents (fellows) enrolled in a Rutgers New Jersey Medical School (Rutgers NJMS) graduate medical education program. A member of the Housestaff may be referred to as a house officer.
2. **Designated Institutional Official (DIO)** – refers to the individual who has the authority and responsibility for the graduate medical education programs.
3. **Program** – refers to the structured medical education experience in graduate medical education, which conforms to the Program Requirements of a particular specialty, the satisfactory completion of which may result in eligibility for board certification.
4. **Program Director** – the one physician designated to oversee and organize the activities for an educational program.
5. **Review Committee-** the Accreditation Council for Graduate Medical Education delegates authority to accredit programs/institutions to its Review Committees. The Review Committees are comprised of peer specialists in the field and resident physicians.

**Reference(s):**

1. ACGME Institutional Requirements (effective July 1, 2013) IV.A, IV.B
2. RBHS Policy 00-01-20-87:00 Graduate Medical, Dental and Podiatry Education

**Policy:**

1. Program Directors may **only** approve contracts for new positions for interns, residents or fellows if the position(s) are:
  - a. Justified in terms of the educational mission of the school, and
  - b. Approved by the DIO and GMEC with final approval by the program's Residency Review Committee.
2. Justification for increase in program complement must:
  - a. Satisfy both the Common and specialty-specific Program Requirements for training in the various branches of

medicine as set forth by the ACGME

- b. Not result in a total number of positions that exceed the limit established for that residency program by the ACGME
- c. Be funded by appropriate identified sources.
3. The program's educational resources must be adequate to support the number of residents appointed to the program.
4. The Program Director of each graduate medical education program shall be responsible for ensuring that each applicant has satisfied the requirements for credentialing as set forth in RBHS Policy and *GME Policy 001-001: Selection/Evaluation/Promotion/Dismissal Process*.
5. The DIO shall be responsible for ensuring that contracts for interns, residents and fellows follow the requirements as set forth in Rutgers Biomedical and Health Sciences Policy.
6. Program Directors, Department Chairs and DIO shall be responsible for justifying new positions based on the educational mission of the school and funding considerations, as noted above.
7. Program Directors will not appoint more residents than approved by the Residency Review Committee, unless otherwise stated in the specialty-specific requirements.
8. The DIO and the GMEC shall be responsible for the approval of new positions for interns, residents, and fellows.

**Procedure:**

1. Rutgers NJMS Program Directors shall seek approval for new positions through the DIO and the NJMS GMEC.
2. The Program Director shall prepare a written request, including justification for the new position and indication that the position does not exceed that maximum allowed by the accrediting body.
3. The DIO will determine conformity to the educational requirements of the program and the accrediting body, as well as the availability of funds.
4. New positions that are established on a "temporary" basis for extenuating circumstances or for residents to complete residency requirements resulting from leaves of absence shall be given priority.
5. Upon review of justification and preliminary approval of temporary/permanent program complement, the DIO will forward this recommendation to the Chair of the GMEC for discussion at a suitable meeting of the GMEC.
6. The GMEC will consider the recommendation for increases in program complement and vote on this proposal. If the GMEC approves the request the Program Director will seek temporary or permanent program increase from the ACGME for this change. The Program Director can engage prospective candidates once approval from the ACGME is received.

**GRADUATE MEDICAL EDUCATION  
POLICY**

<b>Number:</b>	<b>007-002</b>
<b>Section:</b>	<b>Closure of Positions</b>
<b>Title:</b>	<b>Institution and/or Program Closure or Reductions</b>

**Effective Date:** 6/25/15

**Previous Review & Approval by GMEC:** 1/17/2008, 5/24/2007, 3/15/2012

**Update:** Every five years from effective date or as needed

**Purpose:** The Accreditation Council for Graduate Medical Education (ACGME) requires that the Graduate Medical Education Committee (GMEC) provide oversight of the reductions in size or closure of ACGME-accredited programs or closure of the sponsoring institution. This policy defines this process.

**Scope:** This policy is applicable to NJMS GME Programs.

**Definitions:**

1. **Housestaff/House Officer-** refers to all interns, residents and subspecialty residents (fellows) enrolled in a Rutgers New Jersey Medical School (Rutgers NJMS) graduate medical education program. A member of the Housestaff may be referred to as a house officer.
2. **Designated Institutional Official (DIO)** – refers to the individual who has the authority and responsibility for the graduate medical education programs.
3. **Program** – refers to the structured medical education experience in graduate medical education, which conforms to the Program Requirements of a particular specialty, the satisfactory completion of which may result in eligibility for board certification.
4. **Program Director** – the one physician designated to oversee and organize the activities for an educational program.
5. **Review Committee-** the Accreditation Council for Graduate Medical Education (ACGME) delegates authority to accredit programs/institutions to its Review Committees. The Review Committees are comprised of peer specialists in the field and resident physicians.

**Reference(s):**

1. ACGME Institutional Requirement IV.N
2. Committee on Interns and Residents (CIR) 2012-2018 Agreement

**Policy:**

1. Rutgers NJMS must inform the GMEC, DIO, and affected Housestaff as soon as possible when it intends to reduce the size of or close one or more ACGME-accredited programs, or when the Sponsoring Institution intends to close.
2. Rutgers NJMS will notify the DIO, GMEC and all Housestaff affected by any adverse actions taken by the ACGME that impact their graduate medical education programs. These actions include but are not limited to: withdrawal of accreditation and probation.

**Procedure:**

1. Notification of all ACGME decisions pertaining to accreditation is generally sent to the specific Program Directors and the DIO. These decisions will be presented and reviewed at the GMEC meeting following receipt of such correspondence. Citations and plans for corrective action may be discussed in depth at the GMEC meeting or may be referred to the Special Program Quality Review Subcommittee for a more in depth evaluation.
2. If the program cannot correct the citations resulting in the withdrawal of ACGME-accreditation or if the University decides to voluntarily withdraw accreditation and close the residency program, the University will attempt to phase out

**GRADUATE MEDICAL EDUCATION  
POLICY**

---

the program over a period of time to allow the Housestaff currently in the program to finish training. If this is not possible, the University and the Program Director will assist the resident physician(s) in obtaining another ACGME-accredited residency program position.

3. Rutgers NJMS will make a good faith effort to continue the ACGME specialty training programs to which a Housestaff is assigned. Within twenty (20) working days of receipt of notice of non-accreditation or probation, Rutgers NJMS shall make a good faith effort to notify all affected Housestaff of the decision/notice, including those who are contracted to begin residency at a future date and those who are applying to the program. Such notice shall be mailed or hand delivered to the affected Housestaff. Claims by Housestaff that they were not notified shall not be subject to grievance/arbitration proceedings.
4. In the event that the University decides to reduce the number of Housestaff positions in any GME program, the GMEC, DIO, and the Housestaff will be notified as soon as possible of any reduction decision. The University will attempt to reduce the numbers over a period of time so that it will not affect the Housestaff currently in the program. If this is not possible, the University and the involved Program Director(s) will assist the affected Housestaff in obtaining another residency program position.