Policy 1.120 Graduate Medical Education Committee
Section Educational Administration
Subject Sponsorship of New ACGME Accredited Residency & Fellowship Programs
Policy Requirements: ACGME Institutional: 1.1; 1.13.d ACGME Common: 1.1
Version History: Last Revision: 9/2022 Current Version: 9/2025 Legal Review: 9/2022

Purpose

To define the procedure for obtaining sponsorship by the University of Arkansas for Medical Sciences College of Medicine (UAMS COM) for a new Accreditation Council for Graduate Medical Education (ACGME) accredited residency/fellowship program.

Policy

The UAMS COM sponsors only residency/fellowship programs that are approved by the American Medical Association, recognized by the American Board of Medical Specialties, and can be accredited by the ACGME.

All new ACGME accredited programs operate under the auspices of the UAMS Graduate Medical Education Committee (GMEC). If there is an accredited ACGME pathway for a specialty, the UAMS GMEC requires that new program sponsorship be obtained using the ACGME application process rather than seek approval as a non-accredited training program. Please contact the GME Office for that information.

The GMEC will review and approve an application for a new program based upon the state's healthcare needs, institutional needs, institutional ability to support the program, department's strategic goals, and the ability of a program to comply with accreditation regulations.

Please note this policy, procedure, and timeline do not apply hospitals that have not previously had residents/fellows and are in cap building status.

Procedure

1. The Department Chair and/or the Program Director (PD) candidate will request the internal UAMS COM Graduate Medical Education (GME) Program Self-Study Questionnaire (PSSQ) and budget template from the GME Accreditation Manager. The completed PSSQ and budget documents should be sent to the GME Accreditation Manager on/before July 1 of the academic year.

2. The Executive Associate Dean for GME and the GME Accreditation Manager will review the submitted PSSQ and budget documentation for completion and further information or clarification will be requested as necessary.
3. Based on the review of the submitted PSSQ and budget documentation, the Executive Associate Dean for GME will provide a recommendation for sponsorship to the COM Dean and other appropriate leadership personnel (Integrated Clinical Enterprise, Chief Clinical Officer for UAMS Medical Center, Chief Clinical Officer for Arkansas Children's Hospital, and Chief Clinical Officer for the Central Arkansas Veteran's Healthcare System) as appropriate. The COM Dean makes the initial decision regarding approval of sponsorship for a new program.
4. If the proposed program receives initial approval from the COM Dean, the new program request for application will be scheduled for review/discussion by the GMEC at the next available meeting. The Program Director of the proposed new program will attend the GMEC meeting to present an overview of the program proposal. The GMEC will vote to approve the program's request for application as a new program under the UAMS COM Sponsoring Institution. The Executive Associate Dean for GME or the GME Accreditation Manager will then notify the Department Chair and PD candidate of the application status decision.
5. If program is not approved by COM Dean, the GME Accreditation Manager will contact the PD candidate to advise them of their status. Applications may be revised and resubmitted during the next program application cycle.
6. If the GMEC approves the program's request for application, the GME Accreditation Manager will open the ACGME application in WebADS.
7. Each ACGME Review Committee sets agenda closing dates for new program applications. It is the responsibility of the PD candidate to plan for the review of a program application to meet deadlines set by the ACGME and the UAMS COM GME. A draft program application must be submitted to the Executive Associate Dean for GME for review no later than 8 weeks prior to the targeted application submission date.
8. The PD candidate will provide two (2) complete printed copies of the ACGME application including all supplemental information to the GME Accreditation Manager for review and comment by the Executive Associate Dean for GME.
9. The PD candidate must schedule a meeting with the Executive Associate Dean for GME to review comments and edits to application at least one month prior to the ACGME submission target date.
10. Revised hard copies of the ACGME application must be resubmitted to the GME Accreditation Manager for review by the Executive Associate Dean for GME. This process will continue until the application is in the final state for submission.
11. Once the program has received final approval of its application from the Executive Associate Dean for GME, the program then enters that version in WebADS. At which time the Executive Associate Dean for GME/Designated Institutional Official (DIO) will then submit the application to the ACGME.