Requests for Resident Complement Increases
IUSM-GME-PO-0025

Scope
This policy applies to all Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) resident physicians and residency programs.

Reason for Policy
The purpose of this policy is to address the steps required for requesting an increase in resident complement.

Policy Statement
All requests for increases in resident complement must be submitted to the GME Allocation Subcommittee for review and approval. This committee consists of the DIO, GME Staff, hospital representatives, and select GMEC program directors. This subcommittee is tasked with reviewing the general program quality, and reviewing increase requests to ensure that they fit with the mission and vision of Indiana University School of Medicine and its affiliate hospitals. Further, the committee determines if the increase will have a deleterious effect on other learners. The subcommittee can also assist programs in seeking additional funding sources from the affiliate hospitals.
Procedures

In order to initiate the request, program directors must contact the Assistant Director of the GME Office, who will provide the application. Any additional support documents can be attached to this application. The subcommittee will review the application and assess program quality, fit with mission and vision of IUSM, and projected needs for the specialty. The subcommittee may require the program director to attend the meeting to answer questions about the application.

Application Process:
1. All applications must be submitted by the deadline provided by the GME Office.
2. The Allocation Committee will review all applications and support data for each program making a request.
3. The Committee will make a recommendation approving or disapproving the request. Funding for the program changes should also be determined.
4. If approved by the subcommittee, the application will then go to the GMEC for review. Applications that are not approved can work with the GME Office to further refine their request.
5. If the program needs to have additional positions approved by their ACGME RC, they can work with the Assistant Director for Accreditation to accomplish the task in WebADS.

Definitions

ACGME is the Accreditation Council for Graduate Medical Education.

GMEC is the Graduate Medical Education Committee.

RRC is the Residency Review Committee.

Implementation

The Designated Institutional Official (DIO) for GME is responsible for implementation of this policy.

Oversight

Policy authority for this document resides with the Graduate Medical Education Committee. The DIO and the Graduate Medical Education Committee are responsible for oversight. This policy will be reviewed every three years or more often if deemed necessary.

History
1. Policy IUSM-GME-PO-0025 approved by GMEC and published on 14 November 2012.