Request for Establishing New Programs

In order to establish a new GME Program, it is required that the Department submit a written letter of intent containing the appropriate information listed below to the GME Office. All Requests will be reviewed by the GME Executive Committee.

- Name of proposed new program
- Primary Department
- Affiliated departments, if any
- Duration: Define an exact duration for the training program.
- Prerequisite Training/Selection Criteria: Identify prerequisite training requirements and other selection criteria used in appointing candidate(s). Core Competency Goals and Objectives for each level of training
- Describe the following elements of the training program: a.) Clinical and research components; b.) Participant's supervisory and patient care responsibilities; c.) Procedural requirements; and d.) Didactic components.
- Describe the formal evaluation process used to assess the educational performance of Program participants.
- Proposed Program Director
- Teaching Staff. List the proposed teaching staff (include names, qualifications, including board certification) involved in providing the educational experience and their supervisory responsibilities over the participant(s).
- Facilities: List all training sites where rotations are conducted.
- Anticipated start date
- Anticipated number of trainees
- Indicate if the department will be applying for ACGME accreditation.

**Note**: if hospital slots are not available, then the program must be prepared to cover the stipend/fringe/indirect cost of the trainees in the program

Please indicate one of the following in your letter of intent:

- The program will request [#] of slots from [hospital(s)] to fund trainees.
- The program is not planning to request hospital slots, [ who ?] will cover the stipend/fringe/indirect cost of the trainees in the program.