Policy Title: Complement and Additions in Programs

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Next Revision Date: July 2016

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PURPOSE:
The complement of residents in a program must be commensurate with the total capacity of the program to provide each resident with a sufficient educational experience.

PROCEDURE:
When a program needs an addition or a reduction in resident/fellow complement, to apply for accreditation of approval from an accrediting agency or the Texas Medical Board or withdraw a program, a request must first be received in writing to the UT Southwestern Graduate Medical Education office. Once the request is received, an electronic or hard copy application packet will be sent to the program for completion. This must be returned to the GME office within 10 business days. Once the completed application packet is received, it will be forwarded to the Complement and Addition in Program (CAP) committee, a subcommittee of the Graduate Medical Education Committee, for review.

RESPONSIBILITIES:
The CAP committee will assume responsibility for the following:

- Approval of increases and decreases in resident numbers resulting from the creation of new programs, dissolution of programs and transfers across institutions (This represents greater than 10% change (includes receiving residents) in resident complement in any institution.)
- Review of applications for new programs for Texas Medical Board (TMB), ACGME or other agency.
- Review of documentation to the RRC that requires GMEC approval related to complement changes or new programs.

Timing of Committee Meetings
The CAP committee will convene quarterly to discuss permanent increases in complement, new program applications and as needed to review temporary increases request. In order to meet RRC timelines, it will be necessary for programs to adequately assess their complement and application needs well in advance of the deadlines set by the RRC to allow the CAP committee sufficient time to review their application and present to GMEC. This will allow the program enough time to make any suggested changes before final submittal to the ACGME or other agency.

Documentation Required
Changes in complement require the Program completes a Change or Addition in Program (CAP) form and submit any additional materials as indicated on the form.
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For new ACGME program requests, a copy of the completed common and subspecialty PIF must be submitted along with the CAP application. If requesting a new program accredited by any other agency, a copy of the agency’s requirements must be included with the application.

Notice of CAP committee Review decision
Once the CAP committee has completed the review of the program application one of the following areas will be highlighted on the bottom of the form.

- Approved - a signed copy of the application will be returned.
- Denied - with brief summary of reason for denial.
- Incomplete - with brief summary of documentation or information missing from the form along with re-submission instruction.

An email notice will then be sent to the program advising of the committee’s decision along with a timeline for returning any requested information if needed.