Protocol for New ACGME Programs

The Office of Graduate Medical Education (OGME) and the Graduate Medical Education Committee (GMEC) must be notified and approve all ACGME residency and fellowship program applications. The following protocol must be followed when interested in applying for new ACGME program:

1. Program to contact OGME with interest in new program
2. OGME will work with the program to setup a meeting with the DIO, GME Director, Accreditation Manager, and program leadership to discuss
3. Program will present a letter to GMEC for review of the new program request along with the CV of the proposed Program Director\*
4. Once approved by the GMEC, OGME will submit the request for the new program application in ADS; Program director will be notified by ADS when application is open
5. Prior to submitting the completed application, program should notify the accreditation manager and send a PDF copy of the application for review
6. Feedback from the accreditation manager will be sent back to the program (if applicable) with approval to submit the application
7. Once submitted in ADS, the DIO will approve and application will be sent to the Review Committee for analysis

\*The letter should be addressed to the DIO and the GMEC and signed by the proposed Program Director, Department Chair of the requesting program as well as the residency Program Director (if program is a fellowship). The letter and CV should be directed to the office of Graduate Medical Education via email to Jennifer Vogt, MBA, Accreditation Manager (Jennifer.Vogt@ucsf.edu) and should be sent *no later than 1 week prior to the scheduled meeting*. The program must have a representative present at the GMEC meeting to discuss the request and answer any follow-up questions the committee may have.