

Participating Site Process

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PLANNING

When a program wants to add an additional site the following items need to be considered:

- Educational Rationale
- Timing (**Additions can take up to 12 months**)
- Affected coverage at current sites (BJH/SLCH)
- Initial Discussion with Hospital Leadership (CMO)
- Anticipating a complement increase (immediate or set up in the future)

SUBMITTING PAPERWORK

All ACGME and Non ACGME programs must submit GMEC paper work for approval.

Go to the GME Website for the form.

All **required** paperwork and questions must be answered for the application to be considered complete

- Documentation will be required that indicates support from new site leadership. (This will include acknowledgement of financial support).

APPROVAL PROCESS

Participating Site Requests go through the following steps:

1. GME Office Review
2. Executive Committee
3. GME Board
4. GMEC

While your request is in this process, no news is good news. If any of these entities have questions or follow up is required, you will be notified via email.

NEXT STEPS

Once your request obtains GMEC approval, you will receive an email from the GME office.

Once GMEC approves the additional site, the GME Offices will begin working on the IIAA process. Please note, this may take up to 12 months to complete due to legal component involved.

GME Office will be in contact during the IIAA Process.