

YALE-NEW HAVEN MEDICAL CENTER
(YNHMC)

POLICIES AND PROCEDURES

Subject: New Program Approval

Page: 1 of 2

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Introduction:

YNHMC recognizes that as training and accreditation specifications increase, individual departments and/or sections may see a need to develop new training programs. The following policy will define the parameters that are to be used in obtaining approval by the Graduate Medical Education Committee for these programs.

Definitions:

New Program Approval, Accredited: A program which has not been in existence at YNHMC, but where there are requirements for accreditation either by the ACGME, Board of the American Board of Medical Specialties, National Societies, Certifying Councils or other Certifying Bodies.

New Program Approval, Non-Accredited: A program which has not been in existence at YNHMC, and where there are no published requirements for accreditation by any organization. The program is to be developed because of expertise in a department/section through which further training may be obtained.

Existing Program, Approval for Accreditation Application: A training program which has been in existence at YNHMC, but where there had not previously been published guidelines for accreditation. Program is now requesting GMEC support for application for accreditation.

Policy:

1. All programs, whether accredited by a national organization or not, must be approved by the Graduate Medical Education Committee.
2. Programs must submit a completed application for approval and the GMEC Reporting Template.
3. Programs must have sufficient financial support in order to submit an application.
4. Programs must be supported and approved by the respective section/department prior to submission to the GMEC.

Procedure:

1. Program Directors will request an application from the Office of Graduate Medical Education.
2. Submission of the application with all required information will be followed by a meeting/discussion with the Office of GME to discuss the proposal.
3. The Program Director will appear before the GMEC to present the proposal.
4. Pending approval by the GMEC, the proposal will be submitted in appropriate format to the appropriate accreditation body, if necessary.