Process for Requests for Hospital Funding for Additional Resident/Fellow Positions

Step 1: ACGME approval

If not already approved by ACGME, these positions must FIRST be approved by the usual process of review/approval by our UNC Graduate Medical Education Committee (GMEC), followed by formal approval by the ACGME. No requests for funding will be considered until the final approval is secured from the ACGME. Approval by the ACGME does NOT guarantee hospital funding will be approved.

Step 2: Submission of Request to Resident Oversight Committee (ROC)

There are two parts of the submission: A) Completion of a Proforma using the standardized template, B) Letter from the Program Director and Chair providing a narrative justification for the request

A. Proforma, completed by ACA/departmental finances personnel – the proforma template can be found at: [http://www.med.unc.edu/fbo/funds-flow-1/resident-oversight-committee](http://www.med.unc.edu/fbo/funds-flow-1/resident-oversight-committee)

B. Letter from the Program Director and co-signed by the Dept Chair to justify the educational reasons for the requested increase, and to make a case for the value of expansion that goes beyond the specific financial contributions/costs that expansion would accomplish. The elements of the letter must should include:
   a. How will the expansion benefit the existing program. Questions to answer include the following:
      i. will it allow different or new educational experiences for the existing residents,
      ii. will it allow enhanced elective time,  
      iii. will it allow enhanced time for scholarly activities  
      iv. will it foster increased well-being of the existing residents and the teaching faculty  
      v. will it enable compliance with ACGME requirements that cannot be achieved through other program methods and/or educational re-design  
   b. Will the expansion contribute to the workforce needs of the state of North Carolina, and in particular, will the workforce expansion result in improvement of access to healthcare in rural NC; if so, how will the expansion accomplish that result  
   c. Will the expansion allow for increased or new clinical services to be provided to our current and/or future patient population here at UNC Medical Center or affiliated outpatient settings  
   d. In the case of a request for funding for a completely new program, or for funding an existing program that is newly transitioning to ACGME accreditation, will the addition of the new program provide added value to any of our other existing GME programs, (i.e. enhanced teaching of core residents), enhancing our GME environment in any other way (i.e. adding to our institutional reputation or becoming an additional recruiting tool for our other GME programs)

Step 3: ROC review

There will be a deadline established each year by which funding requests for the next fiscal/academic year must be received by the ROC in order to be considered. The ROC will consider the merits of each request based on the submission; the submission may be returned to you if additional information is required before a final recommendation is made. You will be notified if the committee does not recommend funding. If the committee recommends funding, that recommendation will be forwarded to the Senior Executive Team (SET) for the final decision.

Step 4: Final approval from SET

Unless you are willing to fund the positions with departmental resources, you should not seek to fill those positions until you are informed that SET has approved the funding. It is imperative for all parties to be mindful that additional hospital-funded positions will result in the overall reduction of other funds flow going to departments (in other words, this is a zero-sum financial situation). As such, SET may not approve funding requests if that increased funding will financially compromise other aspects of our overall mission.