

**Fact Sheet for Processing Applications for New Residency Programs Related to the  
Health Resources and Services Administration's (HRSA)  
Teaching Health Center Graduate Medical Education (THCGME) Program**

**Introduction:** HRSA's Bureau of Health Professions/ Division of Medicine and Dentistry administers the THCGME program which is aimed at increasing the number of primary care residents and dentists trained in community-based ambulatory patient care settings. In order to be considered eligible for the program entities must be: (1) community-based ambulatory patient care centers that operate a primary care residency program (either family medicine, internal medicine, pediatrics, internal medicine-pediatrics, obstetrics and gynecology, psychiatry, general dentistry, pediatric dentistry, and geriatrics) and (2) listed as institutional sponsors by the relevant accrediting body (HRSA Announcement Number -12-029). A Teaching Health Center (THC) may be a central component of a consortium listed as the sponsoring institution for the residency program by the appropriate accrediting body. Funding can only be used for the costs of new residents in a newly-established THC residency program or an expanded number of residents in a pre-existing THC residency program. The window for the 'second wave' of applications closed on October 11, 2011. There will be a third wave of applications considered in fiscal year 2012.

ACGME will host a conference call on **December 8th, 2011 at 10:00 am (Central Time Zone)** for those interested in pursuing ACGME residency accreditation in anticipation of submitting a proposal to HRSA for the THCGME program.

**Application for New Accredited Residency Programs:** ACGME will process applications for new residency programs sponsored by THCs according to the following guidelines:

- The THC will complete a set of Program Information Forms (PIF) which will describe how the potential residency program being developed will be in compliance program requirements in a particular specialty. ACGME has developed a brief document that provides potential applicants answers to many of their questions related to the application process. The document can be found here: [http://www.acgme.org/acWebsite/home/accreditation\\_application\\_process.asp](http://www.acgme.org/acWebsite/home/accreditation_application_process.asp).
- The program requirements for a particular specialty and the application materials (PIF) can be located at [www.acgme.org](http://www.acgme.org), click on Review Committee, click on the specific specialty (e.g., internal medicine, family medicine, pediatrics, etc.), and click on Program Requirements and Program Information Forms, respectively.
  - If the application is for a new "core" program (e.g., family medicine, internal medicine, internal medicine- pediatric, obstetrics and gynecology, or psychiatry), the application will require a site visit where the information submitted in the PIF is verified by a member of the ACGME's field staff. The Department of Field Activities has developed an FAQ for applications and the ACGME's site visit process which can be found here: <http://www.acgme.org/acWebsite/meetings/THCGME/SiteVisitsAndNewApplications.pdf>
- If the THC will sponsor only one residency program (e.g., family medicine), the applicant will also complete several questions within the PIF for "single program sponsoring institution". The responses to these questions provide some assurance that the potential program will adhere to several basic ACGME institutional requirements. For a preview of the questions see the last page of the FAQ noted in the previous bullet.

- The application process can take up to 12 months for programs that require a site visit. However, the timeline may be shorter provided the application is complete, and is received in time to have a site visit and to meet the deadline for closing the RRC meeting agenda.
- For more information on the program requirements, the application materials, and when an application PIF could be reviewed by a Review Committee (RC) please contact the Executive Director (ED) of the RC. The contact information for the EDs is provided here.

RC	Executive Director	E-mail Address	Phone Number
Family Medicine	Eileen Anthony, JD	<a href="mailto:eanthony@acgme.org">eanthony@acgme.org</a>	(312) 755-5047
Internal Medicine	Jerry Vasilias, PhD	<a href="mailto:jvasilias@acgme.org">jvasilias@acgme.org</a>	(312) 755-7477
Pediatrics	Caroline Fischer, MBA	<a href="mailto:cfischer@acgme.org">cfischer@acgme.org</a>	(312) 755-5046
Internal Medicine- Pediatrics	Jerry Vasilias, PhD Caroline Fischer, MBA	<a href="mailto:jvasilias@acgme.org">jvasilias@acgme.org</a> ; <a href="mailto:cfischer@acgme.org">cfischer@acgme.org</a>	(312) 755-7477 (312) 755-5046
Obstetrics and Gynecology	Mary Joyce Johnston	<a href="mailto:mjohnston@acgme.org">mjohnston@acgme.org</a>	(312) 755-5013
Psychiatry	Louise King	<a href="mailto:lking@acgme.org">lking@acgme.org</a>	(312) 755-5498
Geriatrics	Jerry Vasilias, PhD Eileen Anthony, JD	<a href="mailto:jvasilias@acgme.org">jvasilias@acgme.org</a> ; <a href="mailto:eanthony@acgme.org">eanthony@acgme.org</a>	(312) 755-7477 (312) 755-5047

**Increasing Resident Complement in an Existing Program:** TCHs that have existing accredited programs that are interested in increasing their resident complement will need to initiate a change in complement request in ACGME Accreditation Data System (ADS). An explanation for how to make requests for increases in complement is located on each Review Committee's webpage. A table containing the types of information each RC requires when considering such requests (e.g., educational rationale for the request, proposed block diagram, etc.) is located here:

[http://acgme.org/acWebsite/irc/DIO\\_Resident\\_Complement\\_Change.pdf](http://acgme.org/acWebsite/irc/DIO_Resident_Complement_Change.pdf)

**Transfer sponsorship from the current ACGME accredited sponsoring entity to a THC:**

- Transfer of sponsorship requires a letter from the program's current sponsoring institution the Designated Institutional Official (DIO) and the institution's senior administrative official indicating willingness to give up sponsorship, and a letter from the proposed sponsoring institution (the DIO and the institution's senior administrative official) indicating willingness to sponsor. The letters should be addressed to the Executive Director of the program's RRC, with a copy to the Senior Vice President, Department of Field Activities.
- If the change/transfer in sponsorship will not lead to any changes to residents' educational experiences (e.g., no change in any site used for training), the request can be accommodated administratively. At the time of the program's next review, the program will need to demonstrate that the change in sponsorship has not had any negative impact on education.
- If the change/transfer in sponsorship will need to some changes to residents' educational experiences (e.g., changes in site(s) used for training), the program will need to describe the changes in a proposal. The program may also need to complete a new PIF and undergo a site visit and review.
- Programs and institutions planning to transfer sponsorship should contact the Executive Director of their RC before initiating the process. Upon transfer of sponsorship, the name of the program is changed to conform to that of the new sponsoring institution in all ACGME records.

**For THC's that wish to learn more about applying for accredited residency programs:** ACGME will post on its website documents which will assist program directors in completing new applications for the above mentioned programs. Topics included are

- Overview of the ACGME and the Review Committee Accreditation Process
- Accreditation Standards
- Steps in the Application Process
- Expectations at the Site Visit
- Timeline from Application Submission to Accreditation Decision
- Specialty-specific information

As a follow-up, the ACGME will host a conference call on **December 8th, 2011 at 10:00 am (Central Time Zone)** for those interested in pursuing ACGME residency program accreditation in anticipation of submitting a proposal to HRSA for the THCGME Program.

You may register for these calls by emailing your name, institution, specialty and email address to [teachinghealthcenter@acgme.org](mailto:teachinghealthcenter@acgme.org). You will be contacted to confirm your registration for one of the calls.