



Stony Brook Medicine Graduate Medical Education

Subject: GME0042 Obtain Increase In Resident/Fellow Complement for Sponsored Program	Published Date: 08/16/2018
Graduate Medical Education	Next Review Date: 08/16/2021
Scope: SBM Stony Brook Campus	Original Creation Date: 03/10/2004

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Responsible Department/Division/Committee:

Graduate Medical Education Committee

Policy:

Stony Brook Medicine has defined their procedure for obtaining sponsorship to increase the resident or fellow complement to an already approved program.

Stony Brook Medicine sponsors only residency and fellowship training programs that are approved by the American Medical Association, recognized by the American Board of Medical Specialties, and can be accredited by the Accreditation Council of Graduate Medical Education (ACGME), the American Osteopathic Association (AOA) or a subspecialty society certificate program. All residency training programs must be approved by the Graduate Medical Education Committee (GMEC) and the Vice Dean for Graduate Medical Education (GME) for sponsorship. The application for increasing a program's resident or fellow complement must be submitted by the program director of the program with the signature of the department chair according to the procedure specified below. **Failure to obtain written approval for sponsorship of any additional lines prior to the start date of the program will result in the department incurring all costs of the resident/fellow stipends and benefits.** All training programs operate under the auspices of the GMEC according to the GMEC Policy on Graduate Medical Education Responsibilities.

Definitions:

None

Procedures:

1. A program director requests an **Application for an Increase in Residency/Fellowship Complement** application form, from the Vice Dean for GME or the Institutional Coordinator.
2. The program director returns the completed proposal to the Vice Dean for GME (DIO) with all required signatures. If this request is from a subspecialty, then the core residency program director must also sign the request. Proposals should be submitted 6 months prior to the expected need of the program. If you need RRC approval, it may take longer than 6 months.
3. The Chair of the GMEC (the Vice Dean for GME) reviews the application and may request further information or clarification as necessary.

Based on this review, the Vice Dean for GME submits a recommendation for sponsorship to the Dean. The Dean makes the final decision regarding approval for an increase in the resident/fellow complement. This decision is returned to the Program Director with a copy to the Department Chair.

Forms: (Ctrl-Click form name to view)

[Obtain sponsorship for complement increase](#)

Policy Cross Reference: (Ctrl-Click policy name to view)

None

Relevant Standards/Codes/Rules/Regulations/Statutes:

None

References and Resources:

None