NORTH CAROLINA BAPTIST HOSPITALS, INC.
POLICY AND PROCEDURE

From: Physician Services

Approved by: _____
Director, Physician Services

_____
Chair, Graduate Medical Education Committee

Prepared by: Physician Services

SUBJECT: HOUSE STAFF TABLE OF ORGANIZATION

I. POLICY

It is the policy of North Carolina Baptist Hospitals, Inc. that new residency or fellowship training programs in the institution, increases in house staff positions in current programs and funding for house staff positions will be reviewed by the Graduate Medical Education Committee.

II. PURPOSE

To ensure the residency training programs at this institution maintain their high quality of education.

III. PROCEDURE

The Table of Organization Subcommittee (a subcommittee of GMEC) is the committee by which requests for increases in residency and fellowship positions are reviewed. These reviews are primarily for educational value. The Table of Organization also reviews requests for funding of residency and/or fellowship positions.

Position requests would include:

- New programs seeking accreditation
  This should be approved by the GMEC prior to submission of the application for accreditation.
- Increases in positions of current programs
- Short term positions, one time appointments for 12 months or less

The primary responsibility of the Graduate Medical Education Committee will be for training programs which fall under the auspices of the Accreditation Council on Graduate Medical Education (ACGME) or an equivalent group. Positions or programs not within the auspices of the ACGME or an equivalent group will also be reviewed for educational value and to ensure that the position does not deplete the education of a current residency program.

Funding requests would include:

- Positions for a new ACGME accredited residency/fellowship program
- Increases in numbers of residents/fellows in currently funded programs
- One time only funding exceptions (short term)

All funding requests (those for residency positions and 1st year fellowship positions) are reviewed by the Table of Organization Subcommittee. The committee then makes recommendations to Hospital Administration.

All requests for additional resident/fellowship positions and/or funding for those positions must be submitted to the Table of Organization Subcommittee on the form "Request for Additional Resident /Fellowship Positions" complete with appropriate initials confirming support for the request and documentation required for the justification.

Certificates of training will only be issued for approved positions on the Table of Organization or by approval of the Graduate Medical Education Committee for short term positions.

Reference: Accreditation Council on Graduate Medical Education Institutional Requirements 2002-2003.

1996; reviewed 9/99; revised 10/02