STARTING A NEW PROGRAM
The Sponsoring Institution, the University of Hawai‘i, John A. Burns School of Medicine (UH JABSOM), supports innovation and the development of new training programs that complements its mission to advance the health and well-being of the people of Hawaii. Nonetheless, the decision to start a new program must be carefully considered from multiple perspectives given potential impact to the Clinical Department within which the program will reside, impact to currently established training programs and impact to the primary clinical site as well as to those within the community. As such, prior to submitting a proposal to the Office of the DIO, there must be endorsement by the Core Residency Program Director (for fellowships) and the Department Chair. There should be preliminary approval by the DIO to begin exploration.

The prospective Program Director will be responsible for developing a proposal to start a new training program. This should be done in collaboration with the Department Chair and the Core Residency Program Director (for fellowships). The proposal must contain the following information:

- Rationale
  - Include assessment of need
    - National, State, and specific Hospital trends
    - Analysis of risk, benefit, cost and return
  - Identify prospective participating sites and provide evidence of their support for a new program
  - Identify prospective key faculty
  - Proposed funding sources
    - Trainee funding
    - Faculty funding
    - Administrative staff funding
  - Proposed curriculum
  - Proposed timeline
  - Identify prospective Program Director and Program Administrator
  - Estimated multi-year budget for personnel (faculty/staff), residents, space/facilities and equipment to establish and operate Program. The budget should take into account the length of the program and the estimated duration for the program to achieve stability.

The completed proposal may then be sent to the DIO and the Office of the DIO for further consideration.

The DIO or designee will be responsible for:

- Reviewing the proposal with members of the ODIO and the submitting department, core program and lead faculty member
- Discussion of proposal with the Dean
- Discussion with prospective funders
- Discussion of proposal with Advisory Council
  - Consideration of impact to the community
  - Consideration of impact of non-funders
- Discussion of proposal with the GMEC for consideration and approval

After approval of the proposal by the DIO and GMEC, the Department Chair (together with the Sponsoring Institution) will be responsible for securing trainee, faculty and administrative staff funding for the new program.
 Residents will be recruited by this new UH JABSOM GME training program following the ACGME requirements, policies and procedures. HRP shall then be the employer of all residents in the new program.

 UH JABSOM and its affiliated institutions will be responsible for recruiting qualified faculty and academic support staff for the new program.

 HRP will be responsible for the hiring of administrative staff for the new program. Exceptions to HRP hiring administrative staff may occur if the participating site(s) rules, regulations and/or policies do not allow funds to be moved to HRP.

 The prospective Program Director will be responsible for writing a Program Information Form (PIF) or its equivalent and obtaining review and feedback from the Core Residency Program Director (for new fellowships) or a Core Residency Program Director preferably in the same specialty and from another Sponsoring Institution.

 The completed PIF or its equivalent must be sent to the GMEC for review and approval. After GMEC approval, and DIO sign-off, the PIF can be submitted to the ACGME for consideration.

 **CLOSING AN EXISTING PROGRAM**

 Similar to starting a residency or fellowship program, the decision to close a program must be carefully considered from multiple perspectives given potential impact to the Clinical Department within which the program resides, impact to currently established training programs and impact to the primary clinical site as well as to those within the community.

 As such, there should be preliminary approval by the DIO to begin exploration to close a program and subsequent endorsement by the Core Residency Program Director (for fellowships) and the Department Chair.

 The proposal to close a program should include the following:

 - Rationale
   - Include assessment of need
     - National, State, and specific Hospital trends
     - Analysis of risk, benefit, cost and return
   - Needed funding sources
     - Trainee funding
     - Faculty funding
     - Administrative staff funding
   - Proposed timeline
   - Estimated budget for personnel (faculty/staff), residents, space/facilities and equipment to establish and operate Program

 The completed proposal should be sent to the DIO and Office of the DIO for review and finally to the GMEC for further consideration and approval.

 For residency programs which must consider closure due to a significant disaster and/or event, please also refer to the Institutional GME Policy for CLOSURES, REDUCTIONS, DISASTERS, OR INTERRUPTION OF PATIENT CARE.