

## **2.6 Procedure for Creation of New Residency Programs Advisory Committee (RPAC)**

This procedure provides guidelines to follow when a residency program within the CORE System wants to explore the possibility of creating a RPAC to provide education day programming for the program's residents. The Director of Medical Education (DME) or Residency Director (as assigned by DME) at respective hospital initiating the request is responsible to follow the guidelines outlined below:

1. Contact Associate Dean, Graduate Medical Education Programs (Keith Watson, D.O.) to discuss plans, strategy, etc.
2. Contact all other related residency program directors throughout the CORE system for preliminary discussions.
3. Discuss with CORE hospital DMEs at Ohio DME group meeting.
4. Schedule meeting with program directors and Dr. Watson for further discussions and to obtain commitments.
5. Submit proposal to CORE Academic Steering Committee (CASC) for approval. Also send copy of proposal to Deb Woods, (RPAC Director), Peter Bell (Assistant Dean for CORE GME), and Cheryl Riley (Assistant Dean for Academic Affairs and CORE Operations).
6. After CASC approval, submit proposal along with budget to CORE Finance Committee (FC).
7. Dependent upon CORE budget, CORE Finance Committee may approve seed money up to \$30,000 for first year start-up funding.
8. During first year, new RPAC should provide summary reports on progress to Dr. Watson and CASC.
9. Associate Dean, Graduate Medical Education Programs, will present progress to CORE Finance Committee. If start-up successful, the committee may approve funding at levels similar to other RPAC line items.