**Obstetrics and Gynecology Residency**

**Rural Track Permanent Complement Increase Request:**

**Supplemental Instructions and Questions**

**Review Committee for Obstetrics and Gynecology**

The Review Committee for Obstetrics and Gynecology requires additional information about the program’s rural track given the significant differences in resident education from the program’s standard track. The Review Committee must determine whether the program has the capacity to expand the complement, as well as if the rural track curriculum, settings, and faculty resources demonstrate substantial compliance with the ACGME Program Requirements for Graduate Medical Education in Obstetrics and Gynecology. This document should be used by programs interested in establishing a rural track through the [Rural Track Program (RTP) designation](https://www.acgme.org/initiatives/medically-underserved-areas-and-populations/rural-tracks/) **and** those not pursuing RTP designation.

The instructions below provide additional guidance on completing the complement increase request in the Accreditation Data System (ADS). There are also supplemental questions which must be completed and emailed to the Review Committee staff when the permanent complement increase request is submitted in ADS.

Additional resources are available on the [Documents and Resources](https://www.acgme.org/specialties/obstetrics-and-gynecology/documents-and-resources/) tab of the Obstetrics and Gynecology page of the ACGME website, including instructions on completing a block diagram and requesting a change in complement. Email questions to Associate Executive Director Emma Breibart-White, MALS: [ebreibartwhite@acgme.org](mailto:ebreibartwhite@acgme.org).

**Supplemental Instructions**

When completing a permanent complement increase request for a proposed rural track, provide the following information in ADS:

* Educational Rationale:
  + Describe why the program wants to add a rural track.
  + Describe how a rural track will benefit resident education.
  + Identify the proposed rural track site(s) by name.
* Proposed Block Diagrams
  + Provide **two** proposed block diagrams clearly identifying: (1) standard track and (2) rural track.
  + Even if the proposed standard track block diagram is the same as the current one, it must still be included in the submission. Indicate in the Educational Rationale that the standard block diagram is not changing.
  + In the rural track proposed block diagram, identify the rotations that are different from the standard track by shading the rural-only cells in a color. It should be easy for the Review Committee to see what is unique to the rural track.
* Clinical Data
  + Provide **two** clinical data forms: (1) standard track sites with the volume at those sites and (2) rural track sites with the volume at those sites. The Review Committee understands some sites will appear on both lists.
  + On the rural track form, include a list at the bottom with the name of each proposed new rural track site and assigned number.

Note: Rural track faculty members should **not** be added to the Faculty Roster at the time of the permanent complement increase request. If the request is approved and faculty members are then added to the Roster, ensure each faculty member’s “Program Specific Title” includes specific information about that individual’s role in the rural track.

**Obstetrics and Gynecology Residency**

**Rural Track Permanent Complement Increase Request:**

**Supplemental Questions**

Answer each question below and email this document to the Review Committee’s Accreditation Administrator, contact information for whom can be found on the [Obstetrics and Gynecology](https://www.acgme.org/specialties/obstetrics-and-gynecology/overview/) page of the ACGME website. Limit each response to 200 words.

**Program Name:** Click or tap here to enter text.

**ACGME Program Number:** Click or tap here to enter text.

1. Describe the organization of program leadership at the primary clinical site, as well as at the rural track participating site(s) (e.g., program director, site director(s), program coordinator, other administrative support).

Click or tap here to enter text.

1. Describe the scheduled and unscheduled communication process among these program leaders.

Click or tap here to enter text.

1. Describe the amount and nature of contact the program director will have with the rural track residents throughout the four years of the educational program.

Click or tap here to enter text.

1. Describe why the specific rural site(s) was/were chosen, as well as the level of interest and engagement of the leadership, physicians, and other staff members (e.g., nursing) at the rural site(s) in having obstetrics and gynecology residents there.

Click or tap here to enter text.

1. Identify the key faculty members at the proposed rural track site(s) by name and describe why they were chosen.

Click or tap here to enter text.

1. Indicate whether faculty members will be providing clinical care and teaching at multiple sites, and if so, describe how each divides their time and practice activities among the sites where they provide clinical care and teach.

Click or tap here to enter text.

1. Describe the faculty development for the rural site faculty members in areas such as teaching in various settings, giving autonomy and assessment (e.g., real-time feedback, end of rotation evaluations), ensuring work hour requirements are met, and creating a high-quality learning environment.

Click or tap here to enter text.

1. Describe how rural track residents’ performance will be reviewed by the Clinical Competency Committee (CCC). If applicable, include a description of rural site faculty member participation on the CCC.

Click or tap here to enter text.

1. Describe how the rural track residents’ feedback about the program will be considered by the Program Evaluation Committee (PEC). If applicable, include a description of rural site faculty member participation on the PEC.

Click or tap here to enter text.

1. Describe how rural track residents will participate in program conferences. If applicable, describe how these experiences will be targeted to patient care in a rural setting.

Click or tap here to enter text.

1. Describe how rural track residents will participate in scholarly activities and quality improvement projects. If applicable, describe how these experiences will be targeted to patient care in a rural setting.

Click or tap here to enter text.

1. Describe expectations for faculty advisors/mentors and rural track residents with respect to maintaining their relationship and achieving the goals of the relationship.

Click or tap here to enter text.

1. Describe the amount and nature of contact the rural track residents will have with other residents at the rural site(s).

Click or tap here to enter text.

1. Provide any information about the rural track resident schedule beyond what is shown on the proposed block diagrams that will help the Review Committee understand how the education and training experiences are the same and different from the standard track. If there are experiences rural track residents will be missing, explain how that experience will be gained elsewhere.

Click or tap here to enter text.

1. Describe how rural track residents will meet their Case Log minimums. Account for rotations, duration of rotations, institutional volume, and other residents/learners. If the program has concerns about one or more procedure(s), identify the procedure(s) and explain how the program will ensure minimums are met.

Click or tap here to enter text.