

<b>GME Policy #: I-E</b>	<b>Graduate Medical Education Policy &amp; Procedures Pennsylvania Hospital</b>	<b>Page 1 of 2</b> Effective: 06-18-08
	<b>Subject: Roles and Responsibilities of the Designated Institution Official (DIO)</b>	

**POLICY**

Pennsylvania Hospital of the University of Pennsylvania Health System (PAH) will appoint a Designated Institution Official (DIO) who in collaboration with a Graduate Medical Education Committee (GMEC) will have authority and responsibility for the oversight and administration of all Graduate Medical Education training programs sponsored by PAH and for ensuring compliance with Accreditation Council of Graduate Medical Education (ACGME) Common, specialty/subspecialty-specific Program and Institutional Requirements. The DIO and GMEC report to PAH's governing body.

**PURPOSE**

To ensure compliance with ACGME Common, specialty/subspecialty-specific Program, and Institutional Requirements.

**SCOPE**

This policy applies to all ACGME accredited programs sponsored by PAH and under the auspices of the GMEC.


**IMPLEMENTATION**

The implementation of this policy is the responsibility of the Chief Medical Officer of PAH.

**PROCEDURE**

**A. Appointment and Reporting Structure**

1. The Executive Director of PAH will appoint a DIO for PAH who will have direct oversight for all ACGME sponsored programs by PAH
2. The DIO of Pennsylvania Hospital will have direct oversight for all ACGME sponsored programs by the Pennsylvania Hospital and sit on the GMEC of PAH.


Supersedes:	
	Issued by: R. Michael Buckley, MD Designated Institutional Official

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B. Duties of the PAH DIO

The PAH DIO will

- designate (in his/her absence) the Director of GME to review and cosign all program information forms and any documents or correspondence submitted to the ACGME by program directors.
- present an annual report to the Organized Medical Staff(s) (OMS) .This report will also be given to the OMS and governing body of major participating institutions that do not sponsor GME programs.
- ensure that the concerns of governing bodies and/or medical staff members pertaining to GME are reported to the GMEC.
- ensure that there is a mechanism for an appropriate person from the community or local hospitals or organization to communicate information to the GMEC regarding quality of care, treatment and services and the educational needs of the participants.
- ensure that adequate communication resources (e.g., computers, technical support, access to the Internet) are available to all GME staff, program staff, faculty and house staff members.
- review on an annual basis the results of program evaluations and ensure that faculty and rotation evaluations are reviewed by program directors.
- serve on the GMEC.
- manage the institution's GME budget and advocate for resources for GME training.
- manage the institution's GME operations.
- provide guidance on GME legal matters in consultation with the PAH Office the General Counsel.
- provide reports.

Supersedes:	
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