

<b>GME Policy #: III-L</b>	<b>Graduate Medical Education Policy &amp; Procedures Pennsylvania Hospital</b>	<b>Page 1 of 5</b> Effective: 06-18-08
	<b>Subject: Roles and Responsibilities of Program Directors</b>	

**POLICY**

All program directors of Pennsylvania Hospital of the University of Pennsylvania Health System’s (PAH) training programs that are accredited by the Accreditation Council for Graduate Medical Education (ACGME) must meet the qualifications specified in the ACGME and the program requirements of the Residency Review Committee (RRC) for the particular program.

Each program director will be accountable to the PAH Graduate Medical Education Committee (GMEC) for specific responsibilities as outlined in the Institutional/common and program specific ACGME requirements and the particular requirements of the applicable RRC.

**PURPOSE**

To ensure compliance with the ACGME institutional/common and program-specific requirements.

**SCOPE**

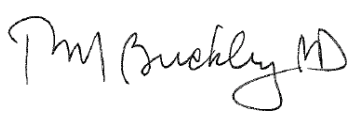
This policy applies to all ACGME accredited programs sponsored by PAH.

**IMPLEMENTATION**

The implementation of this policy is the responsibility of the PAH Designated Institutional Official (DIO), the GMEC, Department Chairs and Program Directors.

**MONITORING**

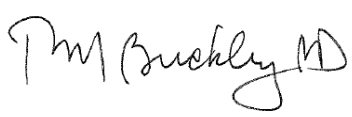
Monitoring of this policy will occur as part of the internal review process as well as review of all correspondence with the ACGME.

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

<b>GME Policy #: III-L</b>	<b>Graduate Medical Education Policy &amp; Procedures Pennsylvania Hospital</b>	<b>Page 2 of 5</b> Effective: 06-18-08
	<b>Subject: Roles and Responsibilities of Program Directors</b>	

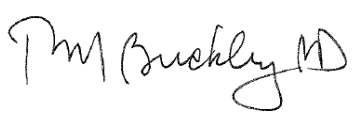
**PROCEDURE**

1. Each PAH GME program will have a single program director with authority and accountability for the operation of the program.
2. PAH GMEC must approve any change in program directors. After approval, the program director must submit this change to the ACGME via the Accreditation Data System (ADS).
3. The program director may not appoint more residents than approved by the Review Committee, unless otherwise stated in the specialty-specific requirements and as approved in advance by the PAH GMEC. The program’s educational resources must be adequate to support the number of residents appointed to the program.
4. Each program director will be accountable for the following:
  - The oversight and organization of the activities of the educational program in all institutions that participate in the program to ensure the quality of didactic and clinical education. The program director must administer and maintain an educational environment conducive to educating the residents in each of the ACGME competency areas.
  - The Program Director will establish a single Residency Site Coordinator (RSC) for each participating site. In the capacity of RSC, he/she will report to the Program Director. The RSC will be accountable for resident education, training, and monitoring of supervision of residents at the site, consistent with the goals and objectives of the training program. The RSC will be responsible for insuring adherence to all GME policies and procedures for residents at the site.
  - Approve the selection of program faculty as appropriate;
  - Evaluate program faculty and approve the continued participation of faculty based on evaluation;
  - Monitor resident supervision at all participating sites;
  - Prepare and submit all information required and requested by the ACGME, including but not limited to the program information forms and annual program resident updates to the ADS, and ensure that the information submitted is accurate and complete;

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

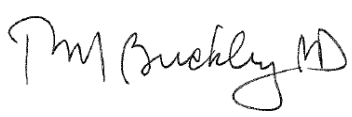
<b>GME Policy #: III-L</b>	<b>Graduate Medical Education Policy &amp; Procedures Pennsylvania Hospital</b>	<b>Page 3 of 5</b> Effective: 06-18-08
	<b>Subject: Roles and Responsibilities of Program Directors</b>	

- Provide each resident with the documented semiannual evaluation of performance with feedback;
- Ensure compliance with grievance and due process procedures as set forth in the Institutional Requirements and as implemented by PAH;
- Provide timely verification of residency education for all residents, including those who leave the program prior to completion and summarize performance evaluations for such residents;
- Before accepting a resident who is transferring from another program, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.
- Implement PAH GMEC policies and procedures consistent with the institutional and program requirements for resident duty hours and the working environment, including moonlighting, and, to that end, the program director must:
  - Distribute these policies and procedures to the residents and faculty;
  - Monitor resident duty hours, according to PAH GMEC policies, with a frequency sufficient to ensure compliance with ACGME requirements;
  - Adjust schedules as necessary to mitigate excessive service demands and/or fatigue; and,
  - If applicable, monitor the demands of at-home call and adjust schedules as necessary to mitigate excessive service demands and/or fatigue.
- Monitor the need for and ensure the provision of back up support systems when patient care responsibilities are unusually difficult or prolonged;
- Comply with PAH GMEC written policies and procedures, including those specified in the Institutional Requirements, for selection, eligibility, evaluation and promotion of residents, disciplinary action, and supervision of residents;
- Monitor resident stress, including mental or emotional conditions inhibiting performance or learning, and drug- or alcohol-related dysfunction. Both the program director and faculty should be sensitive to the need for timely provision of confidential counseling and psychological support services to residents. Situations that demand excessive service or that consistently produce undesirable stress on

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

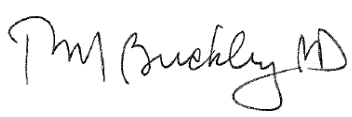
<b>GME Policy #: III-L</b>	<b>Graduate Medical Education Policy &amp; Procedures Pennsylvania Hospital</b>	<b>Page 4 of 5</b> Effective: 06-18-08
	<b>Subject: Roles and Responsibilities of Program Directors</b>	

- residents must be evaluated and modified. In particular, duty hours standards must be strictly enforced; no retaliation for accurate reporting of duty hours will be tolerated.
- Be familiar with and comply with ACGME and Review Committee policies and procedures as outlined in the ACGME Manual of Policies and Procedures, as well as PAH GMEC policies and procedures;
5. The Program Director must obtain prior review and approval of the PAH GMEC/DIO before submitting to the ACGME information or requests for the following:
- All applications for ACGME accreditation of new programs;
  - Changes in resident complement;
  - Major changes in program structure or length of training;
  - Progress reports requested by the Review Committee;
  - Responses to all proposed adverse actions;
  - Requests for increases or any change to resident duty hours;
  - Voluntary withdrawals of ACGME accredited programs;
  - Requests for appeal of an adverse action;
  - Appeal presentations to a Board of Appeal or the ACGME; and,
  - Proposals to ACGME for approval of innovative educational approaches.
- Obtain PAH DIO review and co-signature on all program information forms, as well as any correspondence or document submitted to the ACGME that addresses:
    - Program citations, and/or;
    - Request for changes in the program that would have significant impact, including financial, on the program or institution.
  - Develop and implement a written competency based curriculum that outlines the educational goals of the program with respect to the knowledge, skills, and attitudes of residents for each major assignment and each level of the program. The statement must be distributed to residents and faculty and reviewed with residents prior to the assignment.
  - Provide a final written evaluation for each resident who completes the program. The evaluation must include a review of the resident's performance during the final period of education and should verify that the resident has demonstrated sufficient

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

<b>GME Policy #: III-L</b>	<b>Graduate Medical Education Policy &amp; Procedures Pennsylvania Hospital</b>	<b>Page 5 of 5</b> Effective: 06-18-08
	<b>Subject: Roles and Responsibilities of Program Directors</b>	

- professional ability to practice competently and independently. The final evaluation must be part of the resident's permanent record maintained by the institution.
- The program director must report the presence of other learners (including, but not limited to, residents from other specialties, subspecialty fellows, PhD students, and nurse practitioners) to the DIO and GMEC in accordance with PAH and PAH GMEC policies.

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