

**Title:** Program Director Responsibilities Policy

**References:** ACGME Common Program Requirements–Residency (CPR-R, focused revision effective July 1, 2020); ACGME Common Program Requirements–Fellowship (CPR-F, new requirements effective July 1, 2019)

## I. Purpose

All graduate medical education (GME) programs must have a single Program Director with authority and accountability for the operation of the program. The Program Director has broad responsibilities that encompass every aspect of graduate medical education and training. These include, but are not limited to:

- 1) oversight of the learning environment,
- 2) curriculum and evaluation,
- 3) faculty as teachers, coaches, mentors, advisors, and role models,
- 4) supervision of residents and fellows, including clinical and educational work hours, and
- 5) program management (e.g., program evaluation and improvement, communications, accreditation, program resources, *etc.*), although specific responsibilities may be delegated by the Program Director.

In this role, the Program Director is responsible to the Graduate Medical Education Committee (GMEC), the Designated Institutional Official (DIO), and to the appropriate accrediting body committee for the timely and accurate completion of all tasks.

## II. Definitions

**Program Director** – The one physician designated with authority and accountability for the operation of the residency/fellowship program.

**Administrative time** – Non-clinical time spent meeting the administrative responsibilities of the Program Director.

## III. Procedure

1. Each graduate medical education program must have a single Program Director.
2. This policy outlines the specific duties, responsibilities, and training requirements for all University of Texas Rio Grande Valley (UTRGV) GME Program Directors. Adherence to this document is expected.
3. Minimum qualifications for the GME Program Director position include:
  - a. requisite expertise in the medical specialty;
  - b. documented educational and administrative experience;
  - c. current certification in the specialty by the appropriate American Board of Medical Specialties or American Osteopathic Specialty Board member, or equivalent specialty qualifications (as approved by the review committee/accrediting body);

- d. current medical licensure;
- e. ongoing clinical activity; and
- f. appropriate medical staff appointment.

Additional qualifications may be specified and required by accreditation/approval bodies and/or the GMEC.

4. The Program Director must be provided with support (including salary support) adequate for administration of the program, as required by the accrediting body.
5. The appointment process for new Program Directors is as follows:
  - a. The Department Chair of the clinical department in which the GME program is housed submits a written nomination (including the nominee's current CV) to the GME Office.
  - b. The candidate meets with the DIO or designee. During this meeting, the candidate's interest and qualifications will be confirmed, and the candidate will submit a signed position description acknowledging the responsibilities of the position.
  - c. The DIO presents the candidate's nomination and signed acknowledgement to the GMEC for consideration.
  - d. The GMEC votes to confirm or not to confirm the nomination.
    - i. The appointment of the new Program Director will be effective upon approval by the GMEC.
    - ii. If the nomination is confirmed for the position of Program Director, the GME office will initiate an ACGME 'New Program Director' change request. If the nomination is not confirmed, the Department Chair will be notified and asked to submit an alternate nomination.
6. Appointment of Interim Program Directors will be considered in the following circumstances:
  - a. the sudden and unexpected resignation or termination of a current Program Director from their faculty position;
  - b. the temporary absence of a current Program Director who intends to return to the position (e.g., medical leave, military deployment, etc.);
  - c. development of new programs where the inaugural Program Director may not serve in this position permanently; or
  - d. other documented circumstances determined by the GMEC to be urgent/emergent.
7. Because continuity of program leadership and transition planning are important to the success and ongoing administrative stability of the program, current Program Directors will retain the role of Program Director until the appointment of a successor has been confirmed and approved as described above. Thus, the transition to a new Program Director should be a deliberative process with early notification of the GME Office whenever possible.
8. Program Directors may be removed from the position by:
  - a. voluntary resignation;
  - b. the Department Chair; or
  - c. the DIO upon confirmation that the Program Director has failed to substantially fulfill the duties, responsibilities, and/or training requirements of the position.
9. Program Directors may appoint an Associate Program Director to assist with the operation of the program under the following circumstances:
  - a. the program is of sufficient complexity;
  - b. the Associate Program Director(s) must be provided with the administrative time specified by the accrediting body;

- c. the Associate Program Director(s) must be approved by the Chair and DIO; and
- d. the Program Director retains authority and accountability for the operation of the program.