I. PURPOSE:
To outline the minimum requirements and responsibilities of a Program Director at the University of Utah School of Medicine and Affiliated Hospitals.

II. POLICY:

Minimum Requirements

1. Board certified or certificate of special competency in specialty.
3. Requisite and documented clinical, educational, and administrative abilities and experience.
4. Licensed to practice medicine in the state.
5. Meet with Director of Graduate Medical Education to get a briefing on the many requirements before accepting the position.

Responsibilities

- Appointment to the Medical staff of an institution participating in the program.
- Obtain and maintain RRC and ACGME accreditation status for the training program.
- Responsible for a written curriculum that meets educational goals and objectives of program with respect to knowledge, skills and other attributes of residents at each level of training and for each major rotation or other program assignment.
- Responsible for institutional policy requirements for the program (due process, standards of performance, work hours and supervision, leave, etc).
- Select residents who qualify for appointment in accordance with departmental and institutional policies.
- Select, supervise and evaluate the teaching staff and other program personnel at each institution participating in the program.
- Supervise residents in accordance with explicit written descriptions of supervisory lines of responsibility for the care of patients.
- Regularly evaluate residents in writing and provide documented feedback about knowledge, skills, and overall performance according to previously stated criteria. Advance residents to positions of higher responsibility only on the basis of evidence of satisfactory progressive scholarship and professional growth. Maintain a permanent record of evaluation for each resident, including a final evaluation, and have it accessible to resident and other authorized personnel.
• Evaluate residents at least semiannually; have faculty and residents evaluate the program annually.
• Implementation of fair procedures regarding academic discipline and resident complaints or grievances.
• Monitor resident stress, work hours, fatigue, need for counseling and psychological support services. Training situations that produce undesirable stress on residents must be evaluated and modified.
• Responsible for outcomes. Assure that residents leaving the program are competent in the discipline, and the general competencies of patient care, medical knowledge, interpersonal and communication skills, professionalism, practice-based learning, and systems based practice.
• Keep program statistics as required by the RRC.
• Update ACGME Web Accreditation System program information (WebADS) annually as required.
• Must be knowledgeable about funding and responsible for not recruiting any resident(s) into the program without assuring that stable funding is available for such resident(s).
• Notify RRC of any changes in the program (after approval of GME Committee):
  o Changes of program director
  o Major changes of institutional affiliation
  o Extension of a resident’s educational period
  o Change in number of residents
  o Maintain complete resident files permanently.
  o Responsible for any other specific program requirements not mentioned here.

**Approval body:** Graduate Medical Education Committee  
**Approval date:** February 2004  
**Policy Owner:** Graduate Medical Education

**Historical Information:**  
Review dates: 5/05, 5/06,11/09, 1/2011  
Revision dates: January 2004  
Approval dates: