I. PURPOSE
To outline the requirements for institutional support for residency and fellowship directors as mandated by the ACGME.

II. POLICY
The supporting institution must provide the program director with sufficient financial support and protected time for his/her educational and administrative responsibilities to the program.

Key Principles

1. The sponsoring institution must ensure that the DIO has sufficient financial support and protected time to effectively carry out his/her educational and administrative responsibilities to the sponsoring institution.

2. The sponsoring institution must ensure that the program directors have sufficient financial support and protected time to effectively carry out their educational and administrative responsibilities to their respective programs.

3. The sponsoring institution and the program must ensure sufficient salary support and resources (e.g. time, space, technology, supplies) to allow for effective administration of the GME Office and all of its programs.

III. PROCEDURES
1. Each program chair will determine the appropriate level of support for their program.

2. At the time a new program director is appointed the institutional support should be explicitly defined in a letter to the Director of GME.

3. An appointment letter for each program director should be sent annually to the Director of GME; delineating institutional support, not only for the program director’s time and salary, but other forms of support, such as monies from the hospital for program administration, space, call rooms, state funds the department receives and salary support from the various hospitals.

4. A system of accountability between the chair and the program director should be set up for each program

5. It is required that program director support should be clearly spelled out in yearly budgets.

Approval Body: Graduate Medical Education
Approval Date: 4/08
Policy Owner: Graduate Medical Education

Historical Information:
Review Dates: 10/10
Revision Dates: 10/10
Approval Dates: April, 2008