GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: PROGRAM POLICIES
Policy Number: 11.5
Chapter: Program Responsibilities

Purpose:
To describe the requirement for all GME training programs to have program-specific policies.

Policy:
The Graduate Medical Education Resident Policy Manual, (available on the GME website at www.medicine.utah.edu/gme under “GME Policies”, bottom of lefthand column) is the institutional policy standard for all GME trainee programs at University of Utah Hospitals and Clinics. In most cases, residency programs will not create program-specific policies but will default to the policies in the Graduate Medical Education Trainee Policy Manual. The Accreditation Council for Graduate Medical Education (ACGME), the accreditation body for training programs, requires at least two policies to be program-specific: (1) Standards of Performance/Evaluation and (2) Supervision. Programs must review their program specific ACGME Program Requirements for additional policy requirements.

Procedure:
A. Each ACGME-accredited and non-accredited training program will develop a Standards of Performance and Evaluation policy.
   1. This policy will establish the criteria for “promotion and/or renewal of a resident’s/fellow’s appointment” specific to the program accreditation requirements (per ACGME Institutional Requirements IV.C.1).
   2. Included in this policy must be language requiring written notice of intent when the trainees’ agreement will not be renewed, when the trainee will not be promoted to the next level of training, or when the trainee will be dismissed.
B. Each ACGME-accredited and non-accredited training program will develop a **Supervision policy**.
   1. This policy will establish program-specific supervision practices and requirements consistent with the institutional policy and the program’s ACGME Common and Specialty Specific Program Requirements (per ACGME Institutional Requirements IV.I.2).

C. These program-specific policies will be:
   1. Housed in MedHub under “Site Management/Program Accreditation/Policies”, and within the departments files
   2. Reviewed (and updated as necessary) on an annual basis
   3. Distributed to trainees, on an annual basis

D. Programs may develop additional program-specific policies (e.g. leave, selection, recruitment and retention, moonlighting, dress code, etc.) to clarify expectations and provide additional program requirements as long as the policies do not contradict GME policies or ACGME requirements.

E. In all other matters of policy, the Graduate Medical Education Trainee Policy Manual and the ACGME Common and Specialty Program Requirements will act as the policy standard for all GME training programs.