

UTHSCSA Graduate Medical Education Policies

Section 1	Administration and Organization	Effective:	May 2008
		Revised:	
Policy 1.4.	Responsibilities of the Designated Institutional Official	Responsibility:	Associate Dean for Graduate Medical Education

Responsibilities of the Designated Institutional Official (DIO)

Policy The ACGME requires that institutions sponsoring GME programs be led by a Designated Institutional Official (DIO) in collaboration with a Graduate Medical Education Committee (GMEC), and that they must have authority and responsibility for the oversight and administration of the Sponsoring Institution’s programs and responsibility for assuring compliance with ACGME Common, specialty/subspecialty-specific Program, and Institutional Requirements.

Just as Program Directors are responsible for the organization and implementation of educational objectives at the program level, the DIO is similarly responsible for education and educational administration at the institutional level.

In addition to the ACGME, a number of other educational and regulatory bodies impose requirements on our DIO. These agencies include (but are not limited to) the UTHSCSA Offices of Regulatory Affairs and Compliance, Legal Affairs, and Equal Employment Opportunity/Affirmative Action; University of Texas System, Texas Department of Health, Texas Medical Board, NRMP, Joint Commission, the University Health System, South Texas Veterans Health Care System, and Christus Santa Rosa Health Care System.

Responsibilities of the DIO include all of the following:

Participation in the Institutional governance of GME programs

- Maintain current knowledge of and compliance with UTHSCSA GME Policies (www.uthscsa.edu/gme/policies)
- Maintain current knowledge of and compliance with ACGME Institutional and Program Requirements - www.acgme.org) Participate in GME Committee, subcommittees and task forces, and Internal Review panels as requested including program representation at all GMEC meetings
- Cooperate promptly with requests by the various regulatory bodies for information, documentation, etc.
- Maintain accurate and complete institutional GME files in compliance with ACGME and with institutional records retention policies

Educational Aspects of the Sponsoring Institution

- Ensure that programs provide an educational curriculum as defined in the ACGME Program Requirements for the specialty or, if a non-ACGME accredited program, periodic review/revision of the educational curriculum.
- Assist programs in identifying dependable measures to assess residents' competence in other areas as defined in the ACGME Program Requirements for the specialty, and in their use
- Participate in professional development programs for program directors and teaching faculty

ACGME accreditation matters

- Maintain current knowledge of and compliance with the ACGME Manual of Policies and Procedures for GME Review Committees (www.acgme.org)
- Maintain current knowledge of and compliance with the ACGME Program Requirements pertaining to sponsored programs
- Prepare accurate and complete Institutional Review Document (IRD) prior to institutional site visits
- Oversee and certify annual update of ACGME's Accreditation Data System.
- The DIO must serve as a voting member of the GMEC.
- The DIO and the GMEC must monitor the responses by the programs to actions recommended by the GMEC in the internal review process.
- The DIO is required to ensure that s/he, or a designee in the absence of the DIO, reviews and cosigns all program information forms and any documents or correspondence submitted to the ACGME by program directors
- The DIO and/or the Chair of the GMEC is required to present an annual report to the Organized Medical Staff(s) (OMS) and the governing body(s) of the Sponsoring Institution. This report must also be given to the OMS and governing body of major participating sites that do not sponsor GME programs. This annual report will review the activities of the GMEC during the past year with attention to, at a minimum, resident supervision, resident responsibilities, resident evaluation, compliance with duty-hour standards, and resident participation in patient safety and quality of care education
- Prepare template for Program letters of Agreement (Program Agreements) and oversee updated Program Agreements at least every 3 years
- Ensure that Business Associate Agreement forms (template on the ACGME site) are prepared for any clinical training site in which residents have access to protected health and/or demographic information Maintain effective communication with appropriate personnel of other institutions participating in the residency training

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- Approve a local director at each participating site who is accountable for resident education;
- Evaluate program compliance and quality measures and report to department chairs and Dean
- Monitor residents' duty hours and programs' efforts to correct areas of violation
- Ensure that non-eligible residents are not enrolled in the programs
- Through the programs, ensure that all interviewed residency applicants are provided, at a minimum, a written information sheet containing the URL at which the terms and conditions of employment and benefits, visa policies, and the resident contract may be found
- Through the programs, ensure that written notice of intent not to renew a resident's contract is provided no later than four (4) months prior to the end of the resident's current contract, unless there are extenuating circumstances