



Accreditation Council for Graduate Medical Education 

Responsibilities of the Program Director


New Program Directors Pre-Course
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Patricia Levenberg, PhD
Executive Director
RCs for Ophthalmology, Otolaryngology, Allergy and Immunology, and Preventive Medicine

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Requirements Indicate

- The specific responsibilities of the Program Director position
- The role and responsibilities of the position to the sponsoring institution (DIO, GMCE and Department Chair)
- The need for sufficient protected time and financial support

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Fulfilling the Program Director Responsibilities

- Program Directors are responsible for implementing and ensuring compliance with the policies and procedures for the following:
 - *grievance and due process*
 - *duty hours*
 - *selection, evaluation and promotion of residents*
 - *disciplinary action*
 - *supervision of residents*
 - *evaluation of residents, faculty and the program*
 - *selection of program faculty*
 - *compliance with institutional policies*

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Overall Responsibility

- The Program Director must administer and maintain an educational environment conducive to educating residents in each of the ACGME competency areas. Knowledge of the program requirements is mandatory.

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Program Directors Must Assure That...

- Each of the listed duties occurs on a regular basis
- All responsibilities are being addressed in a timely fashion (i.e. evaluations)
- Policies and procedures are given to residents and faculty in print format or made available on the website
- Compliance exists with the ACGME Manual of Policies and Procedures, located on the ACGME website at www.acgme.org

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Common Program Requirement Responsibilities for Program Directors

- Are minimum requirements
- Are generic and specialty specific responsibilities may be required and more prescriptive
- Institutions and/or programs may have more extensive policies and procedures
