Graduate Medical Education Program Director Responsibilities

General Summary

The Program Director (PD) is the physician with the authority and accountability for the Graduate Medical Education (GME) Program. The PD assures that the Program meets or exceeds all accreditation, regulatory, quality and safety, educational, and institutional standards. The PD provides leadership to develop and continuously improve the Program at Nationwide Children's Hospital (NCH). The PD may delegate duties to an Associate Program Director while retaining ultimate accountability for each responsibility.

Principal Duties and Responsibilities

These duties and responsibilities are common to all Program Directors. Additional responsibilities may be delineated by NCH and/or the accrediting organization(s).

1. Develop and maintain an environment conducive to educating residents/fellows (hereafter trainees) who are competent as defined by ACGME/AOA, the certifying Board(s), and professional organizations.
    a. Oversee and ensure the quality of didactic, clinical, and research educational activities in all sites that participate in the Program. Develop and regularly update the Program curriculum to meet all accreditation standards, including methods by which the goals and objectives are assessed and achieved.
    b. Orient trainees and complete all requisite documentation in a timely manner.
    c. Monitor trainee supervision at all institutions. Approve a local director at each participating site who is accountable for trainee education.
    d. Ensure provision of back up support systems with particular emphasis on situations in which patient care responsibilities are unusually difficult or prolonged.
    e. Ensure that each trainee in the Program is informed of and performs in accordance with all policies, procedures, and regulations. Initiates appropriate disciplinary actions to address concerns. Trainees must:
        - Abide by the Medical Staff Bylaws and NCH's policies and procedures,
        - Perform faithfully and satisfactorily and to the best of their abilities the customary duties of trainees including completion of medical records in a timely manner,
    g. Serve as primary mentor/coach for trainees
        - Provide each trainee in the Program a written evaluation at least semiannually (quarterly for 1 year programs) that includes feedback from faculty knowledgeable about the trainee's performance.
        - Ensure that each trainee is advancing and gaining experience and responsibility in accordance with the curriculum and Milestones,
        - Counsels trainees who experience professional or personal challenges during the Program. Makes adjustments to the Program to accommodate individual needs.
        - Inform trainees of grievance and due process procedures as needed.

- Review with the trainee operative data and/or procedural logs to verify that these logs meet requirements necessary for successful Program completion and Board eligibility, if applicable.
- Assess the trainee's progress in meeting his/her individual learning plan.
- Ensure that each trainee receives career planning and counseling.
- Maintain in the permanent files a final summative review of each trainee.

h. Implement mechanisms for periodic, confidential trainee evaluation of faculty and annual evaluation of the overall program.
   - Annually assess the quality of the overall Program with the faculty and trainees and make changes as necessary.

2. Administer the Program to meet the highest standards of excellence in GME
   a. In collaboration with the Program faculty, appoint trainees who meet or exceed Program, NCH, and accreditation/regulatory requirements.
      - Periodically update the web page and other Program materials.
   b. Select Program faculty in conjunction with the Section/Department Chair and meaningfully engage faculty in Program activities, e.g. curriculum development.
      - Evaluate Program faculty and approve continued participation based on evaluation data
   c. Collaborate with Department, Section, and medical education leaders to offer faculty development programs and coaching/mentoring opportunities.
      - Address trainees concerns about faculty performance in a timely and confidential manner
   d. Comply with all NCH and accreditation policies, procedures, and other accreditation common and program requirements.
      - Develop and update program-specific policies.
   e. Prepare, submit in a timely manner, and ensure accuracy of all information required and requested by the ACGME/AOA, other accrediting organizations, NCH, GMEC, and participating institutions.
   f. Maintain records to verify education of all trainees, including those who leave the Program prior to completion.
   g. Obtain approval of the GMEC/DIO before submitting information to the ACGME.
   h. Attend or send a designee to at least 75% of GMEC meetings and assist the GMEC in fulfilling its mission by activities such as participation in internal reviews.
   i. Recommend and administer Program expense budgets according to NCH policies.
   j. Oversee activities of the Program Coordinator and provide input into his/her annual performance review.
   k. Develop a succession plan to maintain continuity of leadership and Program stability.

Reporting Relationships

The PD reports to his/her Section/Division/Department Director for clinical and academic activities and to the Designated Institutional Official (DIO) for GME activities. The PD is a member of the GMEC.

Qualifications

The DIO and GMEC, upon the recommendation of the appropriate Section/Division/Department Chair, reviews the academic, administrative, and educational credentials of PDs and makes final appointment of each PD. The PD must have and maintain:

1. Unrestricted license to practice medicine or dentistry in the State of Ohio.
2. Active appointment in good standing to NCH Medical Staff and, as applicable, at any participating institutions of the Program
3. Requisite specialty expertise acceptable to accrediting organizations.
4. Board certification in the appropriate specialty and subspecialties, as applicable.
5. Appropriate clinical, educational, and administrative experience beyond residency training (minimum of 3 years post-residency/fellowship experience required).
5. Ongoing involvement in scholarly activities.
6. Demonstration of professional behavior standards to serve as a role model.

Approved: 10/4/12