



DESIGNATED INSTITUTIONAL OFFICIAL

The Designated Institutional Official (DIO) shall be appointed by the Chief Executive Officer with consent and approval of the Chief Medical Officer and the President – Medical Staff.

The DIO, in collaboration with the Graduate Medical Education Committee (GMEC), has authority and responsibility for all Nationwide Children's Hospital (NCH) Graduate Medical Education and Graduate Dental Education (GME/GDE). The DIO shall:

1. Provide administrative, educational, and accreditation/regulatory compliance oversight for all GME/GDE programs sponsored by NCH or for which NCH is a participating institution.
2. Develop and obtain NCH approval of a standard resident/fellow contract for trainees in all NCH GME/GDE programs. Sign contract for each trainee, regardless of funding source.
3. Assure that all documents required by ACGME, Children's Hospitals GME Program (CHGME), HRSA, and other GME/GDE regulatory and accreditation agencies are accurate and complete and are submitted in a timely manner.
4. Approve all self-study forms and any documents or correspondence submitted to the ACGME by Program Directors that either address program citations or request major changes in NCH GME programs.
5. Facilitate collaboration between executive and clinical leadership, GME/GDE programs, and trainees to assure clinical learning environment offers high quality medical education and fulfills all ACGME, and other applicable accreditation requirements. Oversee follow up on accreditation and CLER reviews.
6. Continuously monitor and track GME/GDE improvements in patient safety, health care quality, care transitions, supervision, duty hours/fatigue management, and professionalism.
7. Review all Annual Program Evaluations and other GME/GDE data to assess if additional review by GMEC is required.
8. Assure establishment of the Fellow and Resident Advisory Council (FRAC) each academic year. Serve as resource for FRAC.
9. Submit a written annual executive summary of the Annual Institutional Review (AIR) to the Organized Medical Staff and Board of Trustees.
10. Utilize GME/GDE data to inform NCH strategic and other organizational planning processes.

11. In cooperation with the Program Directors and the GMEC, prepare and obtain approval of annual operating and capital budgets for GME/GDE programs.
12. Coordinate activities of the GME Office and supervise staff assigned to the GME/GDE. Assist the GMEC in fulfilling its duties as specified in its Scope and Authority.
13. Oversee development and update of all GME policies and procedures.
14. Monitor performance management practices in every GME/GDE program to assure that trainee issues are addressed promptly, equitably, and follow NCH GME policies and procedures. Consult with Program Directors to develop action plans to address individual and system concerns.
15. Represent GME at institutional leadership meetings such as Office of Chief Medical Officer, Department/Section Chiefs, and Operations Committee.
16. In event of the absence of the DIO, the Vice Chair – GMEC is designated to perform the functions of the DIO.

Approved by GME Committee: 6/22/2004; 4/18/2007; 11/15/2010; 8/18/2014; 12/20/2017