

University of Wisconsin Hospital and Clinics (UWHC) Graduate Medical Education

Residency/Fellowship Program Director Responsibilities

Background

There must be a single program director with the authority and accountability for the operation of the program. The position of Program Director has become increasingly complex, requiring a variety of talents, skills and abilities. The support of the department chair, the faculty and the University of Wisconsin Hospital and Clinics Graduate Medical Education Office is essential if the Program Director is to be successful. Each Program Director must have sufficient dedicated time for management and oversight of the training program. The amount of time necessary is dictated by program size and complexity and by any accreditation standards governing a specific program. The Sponsoring Institution and department that is responsible for a training program must protect and support the time of the Program Director, hire the appropriate personnel and commit the necessary resources to allow the Program Director to function effectively and efficiently.

Reporting Relationships

The Program Director is appointed by and reports directly to his/her Department Chair. The Program Director has a dual reporting relationship to the Designated Institutional Official. He/She works cooperatively with the Graduate Medical Education Oversight Committee (GMEOC) and the Office of Graduate Medical Education to assure compliance with institutional requirements, rules and regulations. Each Core Residency Program Director is a member of the UWHC Graduate Medical Education Oversight Committee. All Program Directors actively participate in GME committees and subcommittees as assigned.

Qualifications

- Licensure to practice medicine in the State of Wisconsin.
- Active appointment in good standing at the UWHC. (Program Directors are encouraged to maintain active clinical practices in their area of expertise at the program's primary teaching site.)

- Board Certification in the appropriate specialty and subspecialties, as applicable.
- Documented clinical, educational and administrative experience beyond residency training. It is anticipated that Program Directors will have at least three years of experience as academic faculty physicians or as otherwise required by the programs' Residency Review Committee.
- Demonstration of professional standards of behavior that allow the Program Director to serve as a role model.

Principal Duties and Responsibilities

The position of Program Director is complex and requires a broad set of skills and abilities. There is a set of duties and responsibilities that are common to all programs. In addition, each department may have additional specific program director responsibilities. Duties and responsibilities of program directors include, but are not limited to:

- Oversees and ensures the quality of the didactic and educational clinical program in all participating institutions
- Approves a local director at each participating site who is accountable for resident education
- Approves selection of program faculty as appropriate
- Procures annual confidential written evaluation of faculty of the educational experiences by the residents with written records maintained on file in the department
- Evaluates program faculty and approves the continued participation of faculty based on evaluation
- Selects residents for appointment to the program in compliance with institutional and departmental policies and procedures
 - Participation in the National Resident Matching Program (NRMP) or other designated match programs where applicable
 - Assures program compliance with matching rules and regulations
- Develops residency assignments and schedules to meet the educational goals of the program
 - Outlines in written policy the program duty hours limitations consistent with the accrediting body and institutional requirements
 - Assures accurate schedules of resident activities
- Provides a written statement outlining the goals and objectives of the program with respect to the six ACGME Competencies and other attributes of residents for the program, at each level of training and for each major rotation or other program assignment
- Plans, coordinates and implements curriculum and evaluation methodologies for the six general competencies

- Assures that, at least annually, the educational effectiveness of the entire program, including the quality of the curriculum and the clinical rotations are evaluated by residents and faculty in a systematic manner. Results of these evaluations are documented, submitted to the GME Office and kept on file.
- Includes an assessment of the extent to which educational goals have been met by residents
- Written evaluation by residents and faculty members should be included in this process
- Submits Summary of this Annual Program Evaluation to the UWHC Office of Graduate Medical Education and keeps on file in the department
- Oversees and monitors appropriate resident supervision at all participating institutions
 - Develops and implements an explicit written description of supervisory lines of responsibility for the care of patients
 - Communicates these supervisory lines of responsibility for the care of patients to all members of program faculty and trainees
- Monitors and reviews, on a regular basis, clinical experience including procedure/ case logs to assess adequacy of the volume and variety of cases performed by residents.
- Ensures that each resident is formally evaluated at least on a semi-annual basis, including an assessment of the resident's knowledge, skills and overall performance based on the ACGME's six general competencies
- Provides verification of residency education for all residents, including those who leave the program prior to completion
- Provides a final written evaluation for each resident who completes the program
 - This final evaluation should delineate whether the resident has demonstrated sufficient professional ability to practice competently and independently
 - A final evaluation must be sent to the Office of Graduate Medical Education as well as be maintained in the program office
- Distributes program goals and objectives to residents and faculty members
- Prepares accurate numerical and narrative descriptions of the program as requested by the RRC and the institutional review processes
- Assures that the program accurately and actively complies with all accreditation and institutional reporting requirements
- Monitors resident stress, including mental and emotional conditions inhibiting performance or learning and drug and/or alcohol related dysfunction
 - Adheres to the institution and the accrediting body's duty hour policies
 - Monitors all moonlighting activities in accordance with the institutional and RRC requirements

- Develops action plan(s) for correction of areas of noncompliance as identified by the Internal Review, the ACGME site visit or other mechanism and submits plan(s) to the UWHC Office of Graduate Medical Education
- Notifies the DIO of any disciplinary actions taken against a resident
- Obtains review and approval of the UWHC DIO and GMEOC prior to any contact with the ACGME or its RRC or other external agencies for issues such as:
 - Application for ACGME accreditation for a new program
 - Addition or deletion of a participating institution
 - Change in the format of the educational program
 - Change in the approved complement for the program
 - Responses to RRC citations/proposed adverse actions
 - Duty hours exceptions
 - Change of program director or chair
 - Voluntary withdrawal of ACGME accreditation
 - Appeal presentations
 - Proposals to ACGME for approval of innovative educational approaches

Reviewed and Approved by:

**UWHC Senior Vice President for Medical Affairs
Designated Institutional Official**

Signature

Date

Reviewed and Approved by:

UWHC GME Oversight Committee

Signature

Date