

January 9, 2009

Program Director, M.D.
Residency Program Director
Program Name

Dear ____:

We are pleased to confirm your continued service as the University of Wisconsin Hospitals and Clinics and the University of Wisconsin School of Medicine and Public Health Residency Program Director for Program Name for the 2008-2009 academic year. In this role you have a dual reporting relationship to the Chair of the Department of _____ and the University of Wisconsin Hospital and Clinics (UWHC) Vice President of Medical Affairs and Designated Institutional Official (DIO), Carl Getto, M.D. In addition your appointment has been reviewed and approved by the UWHC Graduate Medical Education Oversight Committee (GMEOC) in accordance with the ACGME requirements. The duties and responsibilities for this position are delineated in the attached UWHC Residency and Fellowship Program Director Position Description. As the Core Program Director of Program Name, it is expected that you will assist the fellowship directors within your department in meeting the institutional and program requirements as defined by the ACGME.

In accordance with the ACGME Program Requirements your department will provide you with adequate protected time and compensation to complete these responsibilities. The UWHC, through its Affiliation Agreement provides the Department of _____ with \$_____ annually to supplement the administrative costs of directing its graduate medical education programs. A portion of this UWHC Affiliation Agreement will provide an administrative stipend that contributes \$_____ toward your service as Program Director as well as a \$_____ administrative supplement for each of the fellowship directors in ACGME-accredited programs. In addition, a portion of the same agreement is to be used for salary support for a Program Coordinator.

Susan Goelzer, M.D. the UWHC Senior Medical Director of Graduate Medical Education will meet with you at least annually to assess your performance, review your Annual Program Evaluation and discuss your goals for the next year.

We look forward to working with you to create outstanding educational programs for our residents and fellows.

Sincerely,



Carl Getto M.D.
Senior Vice President
Medical Affairs



Susan L. Goelzer M.D.
Senior Medical Director
Graduate Medical Education

Cc: Thomas Grist, M.D.