

SECTION FOUR – INSTITUTIONAL RESPONSIBILITIES

POLICY NO: 4.5

SUBJECT: RESPONSIBILITIES OF THE PROGRAM DIRECTOR

I. PURPOSE

To define the responsibilities of the Program Director of each Postgraduate Program sponsored by SPUH.

II. SCOPE

This policy will apply to the Program Director of each Postgraduate Program.

III. RESPONSIBILITIES

A. General.

The Program Director and faculty are responsible for the general administration of the Postgraduate Program and for the establishment and maintenance of a stable educational environment.

B. Qualifications of the Program Director.

There shall be a single Program Director for each Postgraduate Program sponsored by SPUH. The Program Director must:

1. possess requisite specialty expertise, as well as documented educational and administrative abilities and experience in his/her field;
2. be certified in the specialty by the applicable American Board of Medical Specialties (ABMS) or possess qualifications judged to be acceptable by the RRC; and
3. be appointed in good standing at SPUH and based primarily at SPUH's location.

C. Responsibilities of the Program Director.

Each Program Director shall be responsible for:

1. Selecting house officers for appointment to the Postgraduate Program in accordance with the Program Requirements and Department-specific policies and procedures;
2. Selecting and supervising the Teaching Staff and other personnel who participate in the Postgraduate Program;
3. Supervising house officers;
4. Evaluating house staff on a regular basis, regarding their knowledge, skills, and overall performance, including the development of professional attitudes consistent with being a physician;
5. Procuring confidential written evaluations of the faculty and the educational experiences from house staff, no less than annually;

6. Implementing SPUH's policies and procedures regarding academic
7. Monitoring stress levels, including mental and/or emotional conditions inhibiting performance of learning and drug or alcohol-related dysfunction. Situations that demand excessive service or that consistently produce undesirable stress on house staff will be evaluated and modified;
8. Developing the Postgraduate Program curriculum, including providing a written statement outlining the educational goals of the Postgraduate Program with respect to knowledge, skills, and other attributes of house officers at each level of training and for each major rotation or program assignment;
9. Periodically reviewing and revising the educational curriculum;
10. Developing measures to assess the house officers' competence in the "General Competencies" of patient care, medical knowledge, practice-based learning and improvement, interpersonal and communications skills, professionalism, and systems-based practice;
11. Facilitating the house officers' participation in the educational and scholarly activities of the Postgraduate Program and insuring that they assume responsibility for teaching and supervising other members of the house staff;
12. Providing accurate and complete statistical and narrative information as requested by the RRC;
13. Updating the Postgraduate Program and house officer's records annually through the ACGME Accreditation Data System (ADS);
14. Promptly notifying the Executive Director of the RRC, via use of the ADS, regarding a change of Program Director or Department Chair;
15. Notifying the RRC of any major changes in the Postgraduate Program that may significantly alter the educational experience for the house officers participating in the Postgraduate Program, including:
 - (a) the addition or deletion of major participating institution(s);
 - (b) changes in the approved complement in the number
 - (c) changes in the format of the Postgraduate Program;
16. Preparing the Program Information Form (PIF) prior to each RRC site visit;
17. Preparing appropriate documentation of required Internal Review materials and reports; and
18. Participating in the institutional governance of the Postgraduate Programs, including the IGMEC, any of its subcommittees, taskforces, and Internal Review panels, as requested by the Associate Dean of Medical Education.
19. Providing information related to the eligibility for specialty board examinations and information related to the effect of leave(s) on completion of the program to the house staff.

D. Appointing a Designee.

While the Program Director may choose to designate some of these specific responsibilities, as outlined above, to other staff members, he/she shall remain ultimately responsible to the IGMEC and the Associate Dean of Medical Education for the timely and accurate completion of all required tasks.

Approved: 4/2004

Reviewed 7/2005, 7/2005, 10/2010