

The University of Texas Medical School at Houston

GMEC POLICY STATEMENT – *Appointment of Program Directors*

Effective: July 28, 2004: Updated: July 1, 2007; December 1, 2010

ACGME Institutional Requirement III.B.10.e. requires that an institution's Graduate Medical Education Committee (GMEC) approve appointments of new program directors (PD).

POLICY

Approval of the GMEC of the University of Texas Medical School at Houston (UTMSH) will be required for a candidate prior to appointment as a PD of any residency/fellowship program for which UTMSH serves as the sponsoring institution. Only faculty who have a salaried appointment at UTMSH may serve as a PD. Faculty of The University of Texas MD Anderson Cancer Center (UTMDACC) may serve as a PD for programs that are sponsored by UTMSH on behalf of UTMDACC.

PROCESS

1. The clinical chair seeking a PD should review in detail the activities required of the PD as outlined in the ACGME Common and Specialty Specific Program Requirements.
2. The clinical chair should then review the other activities of the PD, which are not specified in the Program Requirements, with appropriate individuals such as the outgoing PD, PDs of the same specialty in other institutions, PDs of similar specialties at UTMSH as well as with the DIO and GME office.
3. The clinical chair should review the qualifications to serve as PD as delineated by the ACGME in the Institutional, Common Program and Specialty Specific Program Requirements to ensure that the candidate meets the qualifications set forth by the respective Residency Review Committee.
4. After steps 1, 2 and 3, the chair should discuss possible nomination as PD with the interested member(s) of the faculty. Such discussion should be documented and should include (but not necessarily be limited to):
 - a) Full delineation of activities required by the Program Requirements;
 - b) Full delineation of the activities of the PD, which are not specified in the Program Requirements;
 - c) The average number of hours per week that the prospective PD would be given by the clinical chair to address administration of the residency program (free from all other clinical, research, educational and administrative duties);
 - d) Financial compensation for assumption of the PD's duties;
 - e) Time and financial support for the PD to attend professional development activities pertinent to the role. (Such activities might include attending a national or regional meeting

of PDs in the specialty, ACGME professional development courses and local PD professional development courses);

- f) Staff support for the PD role;
- g) Physical space to carry out the PD role; and
- h) Computer, telephone, fax and other support necessary to fulfill the PD role.

5. The clinical chair should forward the name and curriculum vitae of the nominee for the PD along with a letter of nomination to the DIO.

6. The DIO will interview the nominee to assess the nominee's suitability and preparedness for the role of PD.

7. The Chair of the GMEC will then propose the nominee with recommendation to the GMEC for approval or disapproval by simple majority vote.

8. If the nominee is approved by the GMEC, the GME Office on behalf of the DIO will enter the appropriate information into WebAds within five working days of such approval.. The new PD will receive a follow-up email from the ACGME regarding the next steps to take for confirmation by the ACGME.

9. If the nominee is disapproved by the GMEC, the involved clinical chair may make a written appeal, verbal appeal or both to the GMEC for consideration at the time of the next scheduled meeting of the GMEC. The GMEC at that meeting will make a final determination of approval or disapproval by simple majority vote.

10. If the nominee is disapproved by the GMEC both initially and on appeal, the involved clinical chair will be asked to submit another nominee for the position of PD .

11. Approved PDs will be required to attend a workshop with the DIO and members of the GME Office on the role and duties of a PD. The GMEC may also require that the Chair send the new PD to the annual ACGME Educational Conference.

Approved by the GMEC Committee: *July 28, 2004; Modifications approved by the GMEC on December 13, 2010.*