

## **Responsibilities of a Program Director**

### **I. Responsibilities to GME**

- Maintain knowledge of and adherence to GME policies as well as ACGME Institutional & Program Requirements ([www.acgme.org](http://www.acgme.org))
- Participate in GME Committee
- Participate in Internal Review panels as required
- Maintain up-to-date files in compliance with institutional policies
- Ensure that residents comply with periodic evaluations
- Ensure that the Dean of GME is copied when any resident/fellow is placed on academic probation or remediation

### **II. Responsibilities to ACGME**

- Maintain adherence to ACGME Manual of Policies & Procedures for GME Review Committees
- Maintain compliance with Program Requirements
- Respond quickly to RRC requests and copy GME Office
- Maintain complete program files
- Prepare Program Information Form (PIF) before RRC site visits
- Ensure that the Designated Institutional Official (DIO) reviews and cosigns PIFs and correspondence or documents sent to ACGME that directly address program citations
- Organize documentation of Internal Review materials and reports as requested by GME Committee protocol
- Develop suitable means for correction of areas of noncompliance as identified by the Internal Review, RRC site visit or pre-site visit meetings
- Annually update WebADS
- Create Letters of Agreement for each affiliated institution where residents rotate. Letters must be revised at least every three years.

### **III. Responsibilities to Residents & Fellows**

- Develop curriculum as defined in ACGME Program Requirements
- Provide instruction and expertise
- Develop assessment tools to measure residents' skills in the ACGME "General Competencies" as well as in all other aspects of the program
- Deliver quality education such that outcomes are linked with program improvement
- Facilitate residents' participation in the educational and scholarly activities of the program
- Assist residents in obtaining appointment to appropriate institutional and departmental committees
- Maintain the process of obtaining from the residents/fellows confidential written evaluations of the faculty and program

- Participate in a review of the program's educational success by holding an annual meeting with the Associate Dean of GME

#### **IV. Responsibilities to Tulane**

- Provide oversight and liaison with appropriate personnel of affiliated institutions
- Ensure that each resident/fellow maintains "current and in good standing" medical license status
- Create, implement and review annually program-specific policies consistent with Tulane GME policies for resident selection, evaluation, promotion, dismissal, duty hours, and moonlighting
- Monitor duty hours and report to DIO
- Ensure the quality of enrolled residents
- Ensure that all interviewed residency candidates receive a written information sheet including the URL where terms and conditions of employment, benefits, visa information, and the resident contract can be found (this information can be found on the GME website)
- Ensure that a written notice of intent not to renew a resident's contract is provided four months before the end of the resident's current contract
- Provide supervision of residents so as to allow progressively increasing responsibility by the resident
- Manage clinical scheduling of residents including clinical rotation and on-call schedules
- Ensure that the resident schedules are electronically tracked and revised monthly. Communicate this information to the affiliated hospitals and the GME Office
- Structure on-call time periods and duty hours with the focus on patient care and residents' educational needs to comply with institutional and ACGME requirements
- Structure on-call times to provide ready access to supervision