

## POLICY FOR APPROVAL OF PROGRAM DIRECTOR APPOINTMENTS

Consistent with the expectations of the Accreditation Council on Graduate Medical Education (ACGME), the Graduate Medical Education Committee (GMEC) at the University of Iowa Hospitals and Clinics (UIHC) shall approve the appointment of all residency and fellowship Program Directors. The purpose of this policy is to ensure that all Program Directors meet applicable ACGME Institutional Requirements and specific Residency Review Committee (RRC) requirements, as well as to identify any needs for assistance from the GME Office in the transition of a faculty member to the role of Program Director.

There must be a single Program Director responsible for each program. The Program Director shall oversee and organize the activities of the educational program at all sites, ensuring that the ACGME requirements are met and that the applicable RRC standards are satisfied. The Program Director shall be charged with adhering to all applicable UIHC and GMEC policies.

Requirements: A Program Director must meet the following requirements:

- Faculty member in the UI Carver College of Medicine.
- Privileged and in good standing at the UIHC.
- Requisite specialty expertise as well as documented educational and administrative abilities and experience in his/her field.
- Certification in the specialty by the ABMS or possess qualifications acceptable to the RRC.

Documentation: For approval by the GMEC, the following documentation must be submitted for review:

- Written statement from the Clinical Service Head (Department Chair)\* supporting the appointment and stating:
  - Specifically how much dedicated time (what percent FTE support) will be provided by the Department and how and when his/her current responsibilities will be altered to permit the new Program Director to thrive in his/her new role;
  - That the Program Director nominee meets both the ACGME and RRC requirements for a Program Director in their specialty; and
  - That he/she meets the requirements stated in this policy.
- Copy of the current specialty-specific RRC Program Director requirements.
- Copy of the nominee's curriculum vitae.
- One-page statement from the nominee stating his/her interests and aspirations regarding the role of Program Director.

Prior Approval Required: This documentation should be submitted to the GME Office. The Director of GME will review the submitted documentation, meet with the proposed Program Director, discuss the nomination with the Clinical Service Head or Division Director as needed, and then present the nominee to the GMEC members for their consideration and approval. The GMEC's approval must be obtained *prior to submission of the nomination to the RRC*. Following approval, a support letter from the GMEC will be provided as required by the RRC.

\* For appointment of new *fellowship* Program Directors, in addition to the letter of support from the Clinical Service Head, a letter from the Division Director should also be submitted addressing the items noted in this bullet.