

**Policy on Program Director Responsibilities
Graduate Medical Education Committee
Children's National Medical Center**

- I. **Scope:** This policy applies to all ACGME-accredited Program Directors at Children's National Medical Center (CNMC). The purpose of this policy is to establish standards for Program Directors must follow for the general administration of their programs, and for the establishment and maintenance of a stable educational environment.
- II. **Definitions:**
 - The term "resident" refers to all graduate medical trainees, including interns, residents, and fellows.
- III. **Responsibility:** It is the responsibility of all GME program directors, residents, and CNMC officials to comply with this policy.

Qualifications

- The Program Director must possess requisite specialty expertise as well as documented educational and administrative abilities and expertise in his/her field.
- The Program Director must be certified in the specialty by the applicable American Board of Medical Specialties (ABMS) Board, or possess qualifications judged to be acceptable by the RRC.
- The Program Director must be appointed in good standing and based at the primary teaching site.

Responsibilities

- The Program Director must oversee and organize the activities of the educational program in all institutions that participate in the program.
- The Program Director must select and supervise the faculty and other program personnel at each participating institution, appointing a local site director, and monitoring appropriate resident supervision at all participating institutions
- The Program Director is responsible for preparing an accurate statistical and narrative description of the program as requested by the RRC, as well as updating annually the program and resident records through the ACGME Accreditation Data System (ADS).
- The Program Director is responsible for notifying the GME office, prior to the RRC on any change in program director or division director.
- The Program Director must ensure the implementation of the Grievance procedures and due process policy as established by the institution to address resident grievances and due process.
- The Program Director must monitor resident well being including stress, mental or emotional conditions inhibiting performance or learning, and drugs or alcohol related dysfunction.
- The Program Director with the help from faculty should be sensitive to the need for timely provision of confidential counseling and psychological support services to residents.

Approved by CNMC GMEC: April 20, 2005

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