



Appointment of Residency Program Directors/Associate Program Directors GME Policy

This policy describes the policies and procedures that must occur to be in compliance with ACGME requirements and Affiliate agreements between the University of Missouri-Kansas City School of Medicine and the participating hospitals regarding the appointment of Program Directors and Associate Program Directors/Assistant Program Directors for UMKC sponsored ACGME programs.

Program Directors (PD)—Qualifications and Definitions

(From ACGME Common Program Requirements)

There must be a single program director with authority and accountability for the operation of the program.

The sponsoring institution's GMEC must approve a change in program director.

The Designated Institutional Official (DIO) initiates the PD change into the ADS, but the new PD must subsequently submit materials to the ACGME via the ADS.

Minimal requirements for the program director (shared by all programs) include:

The program director should continue in his or her position for a length of time adequate to maintain continuity of leadership and program stability;

Requisite specialty expertise and documented educational and administrative experience acceptable to the Review Committee (specific requirements for programs can be found in ACGME program requirements and FAQs and for non-ACGME programs in the accreditation organization for the specialty);

Current certification in the specialty by the American Board of Medical Specialties (specialty specific), or specialty qualifications that are acceptable to the Review Committee (please refer to specialty specific requirements);

Current licensure and appropriate medical staff appointment;

The program director must administer and maintain an educational environment conducive to educating the residents; and,

Finally, each program must review and be knowledgeable of the specific additional requirements for program director for their specialty prior to submitting a change request.

Procedures for Approval for Change in PD

1. The Department Chair will recommend a new PD to the DIO. The Department Chair will consider the program's needs at the various affiliates when making recommendations. The materials to submit include:

- Brief letter (or e-mail) of support addressing the qualifications of the nominee, including attestation that the nominee meets requirements regarding:
 - a) Years of experience in clinical practice, teaching, administration
 - b) Scholarly work
 - c) Appropriate certification, licensure, and medical staff appointment
 - Current CV of nominee
 - Copy of program director requirements for accrediting organization for the program (ACGME and non-ACGME) [For ACGME programs, please review and include any FAQs regarding PD qualifications].
2. The GMEC must review and approve the nomination and send a recommendation to the Dean of the medical school. If the nominee is not recommended by the GMEC, the Chair who submitted the nominee will be notified.
 3. The Dean appoints the PD after considering the nominee recommended by the GMEC. If the nominee is not recommended by the Dean, the Chair who submitted the nominee will be notified.
 4. The DIO will inform the Chair who submitted the nominee and new program director of the Dean's appointment decisions.
 5. The DIO will notify the ACGME in the ADS for the program, and for non-ACGME programs, the Chair or new program director will be responsible to notify accrediting organization per requirements. For ACGME programs, the new program director will be notified by the ACGME and asked to update information into the ADS. This must be completed in a timely fashion for review and approval by the ACGME.
 6. The ACGME for ACGME programs and the accrediting organization for non-ACGME programs will review and must give final approval. If the accrediting organization does not approve the nominee, a new nominee must be reviewed and approved according to process above.

Procedures for Approval for Change/Addition of Associate/Assistant PD

For ACGME sponsored programs, please review specific definitions, qualifications, and requirements for Associate/Assistant Program Directors if they are outlined in your program requirements.

For non-ACGME sponsored programs, please review specific definitions, qualifications, and requirements for Associate/Assistant Program Directors if they are outlined in your program requirements.

Procedures for Approval for Change/Addition of Assistant/Associate PD

1. The following materials must be submitted by the current PD according to primary location of program to: Associate Dean for SLH, Associate Dean for TMC, or CMH Chair of Graduate
 - Brief letter (or e-mail) of support addressing the qualifications of the nominee, including attestation that the nominee meets requirements regarding:
 - d) Years of experience in clinical practice, teaching, administration
 - e) Scholarly work

- f) Appropriate certification, licensure, and medical staff appointment
 - Current CV of nominee
 - Copy of program director requirements for accrediting organization for the program (ACGME and non-ACGME) [For ACGME programs, please review and include any FAQs regarding PD qualifications].
- 1. Review and approval must be made by the Associate Dean for SLH, Associate Dean for TMC, or CMH Chair of Graduate Medical Education.
- 2. The reviewer of the nominee notifies the current PD and Designated Institutional Official of the decision. If the nominee is not approved, a new nominee must be reviewed and approved according to process above.



Associate Dean for GME and DIO

Approved by GMEC July 13, 2015