New Program Director Appointment Policy & Procedure

Background: For each residency and fellowship program accredited by the Accreditation Council for Graduate Medical Education (ACGME), there must be a single program director with authority and accountability for the operation of the program as outlined in the ACGME Common Program Requirements (CPR) (CPR II.A.1.). Program directors are expected to continue in their positions for a length of time adequate to maintain continuity of leadership and program stability (CPR II.A.2.). It is the responsibility of University of Washington School of Medicine (UWSOM), as the sponsoring institution, to ensure that program directors of University of Washington (UW) programs accredited by the Accreditation Council for Graduate Medical Education (ACGME) have sufficient protected time and financial support for their educational and administrative responsibilities to the program (CPR I.A.). It is also the responsibility of the Designated Institutional Official (DIO) and the GME Committee (GMEC) to ensure that any new program director meets the required qualifications for this role. To ensure successful transitions in program directors, a collaborative process is thus required between department chairs, the Designated Institutional Official (DIO) and the GMEC.

Policy: The UW GMEC must approve the appointment of program directors to ACGME-accredited programs. To appoint a new program director to an existing program, or to appoint a program director to a program applying for ACGME accreditation, the Department Chair proposes the change or appointment. This proposal is brought to the UW GMEC for review and must be approved prior to submission of request to the ACGME. Support for the appointment by faculty and trainees should be obtained prior to submission to the UW GMEC.

Procedure: To initiate a program director change or appointment request, the Chair submits to the GME Office the proposed program director’s CV with a letter of request verifying the following information:

1. The program director will administer and maintain an educational environment conducive to educating trainees in each of the ACGME competency areas (CPR II.A.4.). Further, the program director has been delegated responsibility for and agrees to carry out the program director responsibilities as described in the Common Program Requirements II.A.4.a) – II.A.4.o).(2) (see CPRs attached).
2. The program director has been provided a written job description detailing the responsibilities of this position (see UW GME Program Director Job Description attached).
3. The program director meets the following qualification requirements:
   - Requisite specialty expertise and documented educational and administrative experience acceptable to the relevant Review Committee, (II.A.3.a)
   - Current certification in the specialty by a primary medical specialty board or specialty qualifications that are acceptable to the relevant Review Committee, (II.A.3.b)
   - Current medical licensure and appropriate medical staff appointment, (II.A.3.c) and
   - Other documented qualifications as required by the relevant Review Committee, if applicable (e.g., based at the primary training site).
4. The amount of protected time, defined by full time equivalent (FTE), that will be made available to the program director in order to support his/her educational and administrative responsibilities to the program. It is expected that this time will be partially utilized to participate in professional development activities including the...
New Program Director/Administrator Orientation and Program Director Development Series offered by the UW GME Office, as well as other opportunities including the Faculty Development Workshops and Teaching Scholars Program organized by the Department of Medical Education & Biomedical Information.

5. The funding for the position of PD. This is composed of two parts (at least):
   a. Funding source and amount for the portion of time that has been protected to fulfill the job description of PD. This may be more than one source as part of it may be departmental, part of it may be from the dean’s office, etc., the funding sources and amounts need to be identified
   b. Funding sources for the remainder of the FTE of the PD in question. The total amount should be equivalent to the total amount of salary (minus any incentives for clinical work).

6. The amount of funding the department will provide for travel and participation in national meetings related to the position of Program Director. Specifically, program directors should be provided time and funding to attend the ACGME’s Introductory Course for New Program Directors, or an equivalent course for new program directors provided by the specialty’s program director organization, within the first two years of appointment. In addition, program directors are expected to participate in the ACGME’s Annual Educational Conference or national specialty society meetings for program directors at least once every three years.

Approval: If approved by the GMEC, the GME Office will initiate a Program Director Change Request in the Accreditation Data System (ADS) no more than 60 days prior to appointment date. Once this change has been initiated, an email will be sent to the new program director identified on the change request form with instructions on how to complete the request. The email will include instructions to log into the ADS and will provide a username and password. The new program director will then be required to login and complete his/her professional information and an abbreviated CV, which will then be forwarded to the ACGME for approval. For some specialties, after this information is complete and submitted, the new program director will automatically be posted in ADS. For others, the request appears as “in progress”. Upon approval, the Review Committee will send a welcome letter to the program director. If the program director does not meet Review Committee requirements, the Review Committee will notify the program director and DIO.

Attachments: Common Program Requirements II.A.4.
UW GME Program Director Job Description
Program Director Change/Appointment Request Letter Template