

DIVISION OF SURGICAL EDUCATION POLICY MANUAL

SUBJECT: Program Director Responsibilities

REFERENCE: ACGME, Common Program Requirements, Section II (A)
(http://www.acgme.org/acWebsite/dutyHours/dh_dutyHoursCommonPR.pdf)

PURPOSE: The purpose of this policy is to outline the responsibilities of the Program Director

SCOPE: This applies to the Program Director, General Surgery Residency

DATE: August 30, 2007

Background:

The Program Director has ultimate responsibility and authority to manage the General Surgery Residency Program. The Program Director will serve for a duration of time adequate to maintain continuity of leadership and stability.

Program Director Requirements:

- 1) Appropriate administrative experience and ability, as determined by the GMEC and the Resident Review Committee
- 2) Current certification in surgery by the American Board of Surgery
- 3) Current medical licensure and appropriate medical staff appointment

Program Director Responsibilities Include:

- Ensure the quality of didactic and clinical education at all participating sites
- Selection of appropriate faculty and in conjunction with the departmental Chairman, determine reappointment to the teaching services.
- Monitor resident supervision at all sites
- Prepare and submit all required information to the ACGME, Surgery Residency Review Committee and the local GMEC
- The supervision of residents with explicit written descriptions of supervisory level of responsibility for patient care;
- Selection of residents for appointment in accordance with Institutional and Program policies and procedures;
- Preparation of written goals and objectives for the program;
- Regular evaluation of the residents and maintenance of records of these evaluations;
- The preparation of a written final evaluation for each resident;
- Selection and supervision of non-faculty teaching staff and other program personnel

- Monitor compliance with duty hour standards and take corrective actions when appropriate
- Implementation of Institutional policies and procedures including those related to resident disciplinary actions, resident complaints, and resident grievances;
- Monitoring and modulating when necessary, resident stress including fatigue, drug or alcohol related dysfunction
- Comply with PCMH/ECU written policies and procedures and likewise ensure the surgical residents do the same.