

# **DIVISION OF SURGICAL EDUCATION POLICY MANUAL**

**SUBJECT:** Director of Surgical Education Responsibilities

**REFERENCE:** ACGME, Common Program Requirements, Section II (A)  
([http://www.acgme.org/acWebsite/dutyHours/dh\\_dutyHoursCommonPR.pdf](http://www.acgme.org/acWebsite/dutyHours/dh_dutyHoursCommonPR.pdf))

**PURPOSE:** The purpose of this policy is to outline the responsibilities of the Director of Surgical Education and clarify the relationship of this role with that of the Program Director.

**SCOPE:** This applies to the Director of the Division of Surgical Education

**DATE:** August 30, 2007

## **Background:**

The Director of the Division of Surgical Education is to oversee and ensure the quality of surgical education for all learners within the Department of Surgery.

Establishment of this division consolidates all the department's educational interests and resources into a single division. Other members of the Division of Surgical Education our Surgical Educator (Kimberly Dean Schenarts, PhD), the resident coordinator, the medical student coordinator, the Surgery Clerkship Director (Dr Michael Bard), and the Director of Physician's Assistant Students (Dr John Pender).

While the Program Director has full responsibility and authority to manage the residency program, this structure provides for an integrative approach to the department's educational efforts for all learners and is additive to the normal structure of a residency program. The strength of this organizational structure is the interaction of faculty dedicated to surgical education as well as the distribution of work needed to manage the department's educational efforts among several faculty members.

## Director of Surgical Education Requirements:

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

### **Director of Surgical Education Responsibilities Include:**

- Ensure the quality of didactic and clinical education at all learners.
- Monitor the interactions of multiple teaching services and fellowships
- Mediate any potential educational disputes between the educational leadership, including Clerkship Director, Program Director, and Fellowship Program Directors
- Develop and manage the Grand Rounds Program and Visiting Professor Program
- Enhance faculty development in the areas of educational scholarship and teaching.
- In conjunction with the departmental Comptroller, The Director of Surgical Education is responsible the fiscal decision making within the Division of Surgical Education.

### **Relationship of the Director of Surgical Education to the General Surgery Program Director:**

- 1) The Director of Surgical Education serves as a senior level mentor to the General Surgery Program Director.
- 2) While the Program Director has ultimate responsibility for the General Surgery Residency, the Director of Surgical Education assists with the interactions between the residency-training program and other educational programs.