NORTH CAROLINA BAPTIST HOSPITAL
POLICY AND PROCEDURE

From: Physician Services

Approved:_____
Director, Physician Services

_____
Chair, Graduate Medical Education

Prepared by: Physician Services

SUBJECT: APPROVAL OF PROGRAM DIRECTOR APPOINTMENTS

I. POLICY

It is the policy of North Carolina Baptist Hospital to maintain compliance with the Accreditation Council on Graduate Medical Education (ACGME) Institutional Requirements. The Graduate Medical Education Committee (GMEC) will approve the appointment of all residency/fellowship program directors.

II. PURPOSE:

To ensure that all residency program directors meet Institutional Requirements and specific Residency Review Committee requirements

III. PRODEDURE

A Program Director must fulfill the following requirements:

A. Qualifications of the Program Director

1. There must be a single Program Director responsible for the program. The person designated with this authority is accountable for the operation of the program and should be a member of the staff of the sponsoring or integrated institution.

2. The program director must

a. possess requisite specialty expertise as well as documented educational and administrative abilities and experience in his or her field.

b. 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.

c. be appointed in good standing and based at the primary teaching site.

B. Responsibilities of the Program Director

1. The Program director oversees and organizes the activities of the educational program, in all institutions that participate in the program, so that the ACGME Institutional Common Program requirements and the specialty-specific Residency Review Committee (RRC) requirements are fulfilled.

C. Documentation for Committee Review

1. The following documentation must be available for review by the members of the GMEC:

a. A statement from the Department Chair supporting the appointment and acknowledging that the Program Director nominee meets both the ACGME Common Program Requirements and the RRC specialty requirements for a Program Director.

b. A Copy of the specialty-specific current RRC Program Director Requirements.

c. A copy of the new Program Director's Curriculum Vitae.

D. Residency Review Subcommittee

1. Approval of the GMEC must be obtained prior to submission of the nomination to the Residency Review Committee (RRC).

2. A support letter from the Committee will be provided if required by the RRC.

Effective: September 1, 2003

Reference: Accreditation Council on Graduate Medical Education, July 1, 2003.