Section 4	Program Policies and Procedures	Effective:	September 2016
		Revised:	October 2018 May 2022
Policy 4.9	Responsibilities of Residency Program Administration	Responsibility:	Designated Institutional Official

Responsibilities of Graduate Medical Education Program Administration

Purpose	Administration of the GME training program is a collaborative responsibility, led by the Program Director (GME Policy 4.1) and assisted by one or more Assistant/Associate Program Directors, faculty members, Program Coordinator(s), and other administrative staff as applicable. Those individuals tasked with day-to-day administration of the program (most often the PC) must be knowledgeable about important aspects of GME. This policy serves as guidance to programs regarding GME administrative responsibilities.
Policy	The GME Committee recognizes that the following areas of responsibility are required administrative processes of each GME program. Program administration functions may be performed by multiple members of a program's leadership team; however, all of the following are required administrative responsibilities of each GME program (all are important; those critical to GME program functions are marked 'critical').

1. **Resident Selection, Support, and Documentation**
    - Coordinates the resident recruitment and selection process
    - Manages annual residency recruiting activities
        - Scheduling of candidates
        - Logistics of interview days
        - Document preparation
        - Communication during interview season
    - Ensures that residents are eligible for training per GME Policy 4.3 - Resident Selection and Appointment
    - Prepares UH Alpha, Funding, Incoming, Renewing, Switching Specialties, Switching Funding, and Departing forms in a timely manner and emails them to PSS and OGME by established deadline
    - Submits Criminal Background Checks to UT Police immediately following Match (or after interviews if program chooses) *critical*

- o Submits TMB spreadsheet for PIT Permits *critical*
- o OIS/ECFMG Visa Compliance by OIS deadlines (if applicable) *critical*
- o Coordinates for all new residents (as applicable):
    - ▪ UT Badge/access for participating sites
- o Monitors and ensures timely completion of new resident Onboarding items
- o Assists incoming trainees with in-processing activities and transition to residency (e.g., EPIC, BLS training, etc.)
- o Prepares and plans orientation week schedules, training, and, if applicable, program-sponsored social activities
- o Prepares new resident roster, if applicable
- o Trains new residents and faculty on use of NI, or facilitates training
- o Coordinates the planning and preparation of the annual program events, including but not limited to graduation, wellness retreats, etc.
- o Ensures completion of resident check out (whether for termination, withdrawal, or graduation)

    Communicates resident change in status (probation, termination, resignation, etc.) to OGME, and PSS. Communicates change in status to TMB and respective boards upon finalization (should the trainee appeal).*critical*
- o Notifies PSS and OGME of sick, vacation, and extended leave using appropriate template.
- o Notifies PSS and OGME of extensions in training and provides reason.
- o Obtains and disseminates meal cards for residents on service
- o Prepares documentation for ranking meeting
- o Notifies PSS and OGME of changes in license/PIT status
- o Coordinates gathering of procedure logs (not provided by or through UH) and final summative evaluation for residents' training files
- o Ensures appropriate board eligibility or certification for specialty or subspecialty
- o Arranges travel for resident conferences
- o Processes reimbursement vouchers for resident travel, educational allowance purchases, etc.

2. **Information Management**
   - Required NI Items entered in a timely manner *critical*
     - Enters required demographics for incoming residents to include:
       - UTHSCSA email address
       - Visa Status
       - NPI
       - Permit or license number
       - Local home address
     - Enters rotation block schedules by 7/1 for the following academic year and makes updates as necessary
     - If trainee is paid by an outside entity, provide block schedule to PSS in format outside of New Innovations (NI)
     - Tracks/monitors duty hour entry and responds promptly to GME requests for program responses to violations
     - Maintains Procedure Logger in NI for visibility of trainees' level of supervision in performing bedside procedures
   - Enters call schedules in QGenda
   - Enters clinic schedules (in NI or outside of NI)
   - Creates and updates evaluation forms (in NI or outside of NI)
   - Creates and maintains conference attendance records (in NI or outside of NI)
   - Disseminates curricular goals and objectives (in NI or outside of NI)
   - Tracks PIT, license, and certification expiration dates (in NI or outside of NI)
   - Notation of rising chief residents in NI
   - Creates/distributes/monitors/maintains evaluations including but not limited to (in NI or outside of NI):
     - Resident Evaluation of Rotation
     - Faculty Evaluation of Residents
     - Resident Evaluation of Faculty
     - Resident Evaluation of Program
     - Faculty Evaluation of Program

- ▪ Multi-source evaluations of residents, e.g., patient evaluations, peer evaluations, self-evaluations, evaluation by ancillary staff or administrative staff
- ▪ Summative Evaluation by PD
- o Prepares trainee evaluation and other assessment data for CCC meetings
- o Monitors evaluation completion rates
- o Makes AAMC GME Track/FREIDA Updates (if applicable)
- o ERAS – sets-up and obtains applications and marks matched applicants as "Will Start" (if applicable)
- o Meets all NRMP (or other match) deadlines*critical*
  - ▪ Registering for Match (if applicable)
  - ▪ Registering for SOAP (if applicable)
  - ▪ Submits NRMP (or other match) Quotas and Rank Order Lists by deadline
- o Assembles and maintains residency files for trainees
  - ▪ Obtains appropriate documentation for Transfer Resident Files (if applicable)
- o Tracks Board scores for graduates
- o Collects and maintains forwarding information for graduates
  - ▪ Completes training verification processes for past graduates and informs PSS of post departure changes (such as address changes)

3. **Program Processes and Documentation**
   - o Program Letters of Agreement fully executed with a term of duration no longer than 5 years
   - o Guidance to residents - program and GME policies, scheduling, non-clinical aspects of the program
   - o Monitors completion of required UT Learns training by residents
   - o Monitors completion of ELM Risk Management (RME) annual 5 hours of training for residents
   - o Adheres to records retention schedule for all GME documents, including training files, formative evaluations, procedure logs, etc.
   - o Coordinates, schedules, and monitors in-training exam schedule (if applicable)

- Coordinates required and elective rotations for residents outside of their specialty (e.g., Internal Medicine rotates through Neurology)
- Coordinates and schedules program didactics and monitors attendance
- Completes Liability Enrollment for residents for coverage to begin on first day of residency
- Ensures proper stipend allotment and funding for t r a i n e e s based on program's funding availability
- Tracks expenses and monitors budget for training program (if applicable)

4. **ACGME Accreditation and Communication**
   - ACGME Annual Update *critical*
     - Enters/maintains information in ADS including:
       - Major Changes
       - Participating Sites
       - Faculty/Teaching Staff
       - Physician Faculty Roster
       - Non-Physician Faculty Roster
       - Program Director (Physician) CV
       - Faculty Scholarly Activity
       - Non-Physician CV
       - Actively Enrolled Resident List
       - Resident Scholarly Activity
       - List of Residents on Leave
       - Transferred, Withdrawn, and Dismissed Residents
       - Evaluation Section
       - Duty Hour, Patient Safety and Learning Environment Section
       - PD changes (if applicable)
       - Requests for complement increase (if applicable)
       - Timely submission of information requested at annual roll-over

- Coordinates accreditation activities such as ACGME Site Visits, Mock Site Visits, Special Program Reviews, etc. *critical*
- Annual Program Evaluation (APE) – prepares, collects, and organizes documents and assists the PD in monitoring/implementing action plans *critical*
- Schedules and prepares documentation for Semi-Annual evaluations/Milestones
- Coordinates educational activities (e.g., didactic conference schedule, Grand Rounds, etc.) that support the program's curriculum and adhere to ACGME and institutional requirements
- Monitors ACGME Case Logs for completion (if applicable)
- Coordinates/facilitates annual meetings with faculty, residents, and site directors for
  - Program Evaluation Committee
  - Clinical Competency Committee
  - Faculty Development
- Enters Milestones by deadline into ADS for each resident *critical*
- Notifies residents and faculty to complete and monitors ACGME Resident Survey and ACGME Faculty Survey for completion
- Provides GME Office with all information requested for CLER in a timely manner
- Assists the PD and faculty in tracking resident/fellow scholarly activity

5. **Institutional GME Engagement - Responsiveness to GME, Paymaster, and Participating Sites**
   - Timely reporting of trainee leave/training extensions/departures to GME Office and participating sites
   - Reporting LOAs within one business day of occurrence
   - GME Policies and Procedures and related departmental policies   Participation in GMEC
   - Participation in Program Coordinators Action Committee

- o Responsiveness to Requests from Office for GME

- o Responsiveness to Requests from UHS
- o Responsiveness to Requests from VA

- o Maintains and provides rotation breakdowns at least annually, and in the event of changes in rotation structure
- o Notifies GME Office of quota changes, supplying all pertinent information
- o Disseminates GME Post-Match Survey in a timely manner (if applicable)

- o Ensures timely request of graduation certificates from GME Office

- o Reviews fully executed contracts on all trainees
- o Submission of complete rotator/observer packets to GME office and other applicable participating sites by published deadline