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| Section 4 | Program Policies and Procedures | Effective: | September 2016 |
|  |  | Revised: |  October 2018 |
| 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. Some program administration functions may be performed by members of a program’s leadership team other than the Program Coordinator, 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
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* Submits Security Background Checks to UT Police immediately following Match (or after interviews if program chooses) \*critical\*
* Submits TMB spreadsheet for PIT Permits \*critical\*
* OIS/ECFMG Visa Compliance by OIS deadlines (if applicable) \*critical\*
* Coordinates for all new residents (as applicable):
	+ UT Badge/access for participating sites
* Tracks and ensures timely completion of new resident Onboarding items
* Assists incoming trainees with in-processing activities and transition to residency (e.g., Sunrise scheduling, EPIC, BLS training, etc.)
* Prepares and plans orientation week schedules, training, and, if applicable, program-sponsored social activities
* Trains new residents and faculty on use of Ni, or facilitates training
* Coordinates the planning and preparation of the annual graduation event
* Ensures completion of resident check out (whether for termination, withdrawal, or graduation)
* Communicates resident change in status (probation, termination, withdrawal, etc.) to TMB and respective boards

\*critical\*

* Coordinates gathering of procedure logs and final program letter of completion for graduating residents’ training files
* Ensures appropriate board eligibility or certification for specialty or subspecialty
* Arranges travel for resident conferences
* Processes reimbursement vouchers for resident travel, book allowance purchases, etc.
* Obtains and disseminates meal cards for residents on service
* Prepares documentation for ranking meeting

o Prepares new resident roster and pager list

1. **Information Management**
	* Required NI Items Entered in a timely manner \*critical\*
		+ Enters required demographics for incoming residents to include:
			- UTHSCSA email address
			- Pager/Cell number
			- NPI
			- Permit or license number
			- Local home address
		+ Enters “payroll” information each year for all residents consistent with training contracts
		+ Enters rotation block schedules by 7/1 for the following academic year and makes updates as necessary
		+ 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’ independence in performing bedside procedures
	* Enters call and 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 license and certification expiration dates (in Ni or outside of Ni)
	* Creates/distributes/monitors/maintains evaluations (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
* Monitors evaluation completion rates
* Makes AAMC GME Track/FREIDA Updates (if applicable)
* ERAS – sets-up and obtains applications and marks matched applicants as “Will Start” (if applicable)
* 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
* Assembles and maintains residency files for trainees
	+ Obtains appropriate documentation for Transfer Resident Files (if applicable)
* Tracks Board scores for graduates
* Collects and maintains forwarding information for graduates
	+ Completes training verification processes for past graduates
1. **Program Processes and Documentation**
	* Program Letters of Agreement fully executed with a term of duration no longer than 5 years
	* Guidance to residents - program and GME policies, scheduling, non-clinical aspects of the program
	* Monitors completion of required KC training by residents
	* Monitors completion of ELM Risk Management (RME) annual 5 hours of training for residents
* Adheres to records retention schedule for all GME documents, including training files, formative evaluations, procedure logs, etc.
* Coordinates, schedules, 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)
* Completes Liability Enrollment for residents for coverage to begin on first day of residency
* Ensures proper stipend allotment and funding splits for residents based on program’s funding availability
* Tracks expenses and monitors budget for training program
1. **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, Periodic Program Reviews, 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/LOAs/training extensions/departures to GME office and participating sites

\*critical\*

* GME Policies and Procedures and related departmental policies – current knowledge
* GME Audit Timeliness o GME Audit Accuracy o Participation in GMEC
* Participation in GMEC Program Coordinators Subcommittee
* Responsiveness to Requests from GME Office
* Responsiveness to Requests from UHS
	+ Prepares UH Alpha, Funding, Incoming, Renewing, Switching Specialties, Switching Funding, and Departing forms in a timely manner
* Responsiveness to Requests from VA
* Maintains and provides rotation breakdowns annually, and in the event of changes in rotation structure
* Notifies GME Office of quota changes, supplying all pertinent information
* Disseminates GME Post-Match Survey in a timely manner
* Ensures timely request of graduation certificates from GME Office
* Assists trainees in obtaining fully executed GME Contracts and any revisions of contracts necessary
* Submission of complete rotator/observer packets to GME office by published deadline