



INSTITUTIONAL GRADUATE MEDICAL EDUCATION POLICY

SUBJECT: Program Director Responsibilities

DATE EFFECTIVE: April 20, 2005

POLICY: PD Responsibilities

PAGE: 1 of 3

I. PURPOSE:

This policy outlines and clarifies the responsibilities of all training program directors at Children's National Hospital (CH). CH is committed to meeting the highest standards of excellence in Graduate Medical Education (GME). This is evidenced by the quality of its training program directors. Program Directors are critical to the overall success of the CH education mission, ensuring the quality of GME and overseeing Trainee well-being. In conjunction with the Department Chair, the Program Director is responsible for developing and implementing a training program that recruits top candidates and provides them with optimal education and training.

II. POLICY SCOPE:

All Accreditation Council for Graduate Medical Education (ACGME) accredited or non-ACGME residency and fellowship programs sponsored by CH.

III. DEFINITIONS:

Trainee

Trainee refers to all interns, residents and fellows participating in ACGME accredited, or non-ACGME training programs sponsored by CH.

Program Director

Program Director refers to the director of an ACGME accredited or non-ACGME training program sponsored by CH.

Training Program

Training program or program refers to an ACGME accredited or non-ACGME internship, residency or fellowship training program sponsored by CH.

IV. RESPONSIBILITIES:

- a. The Program Director must comply with CH's written policies and procedures, including

- those specified in the institutional requirements, for selection, evaluation and promotion of Trainees, disciplinary action, and supervision of Trainees.
- b. The Program Director is responsible for the selection of candidates for admission to the program, in accordance with policies determined by the Graduate Medical Education Committee (GMEC), the National Resident Matching Program (NRMP) or other governing agencies.
 - c. The Program Director must develop a clear program curriculum that includes:
 - i. Objectives relating to knowledge, skills and attitudes (competencies) based upon the general and program specific specialty requirements published by the ACGME, or applicable accrediting body if not ACGME accredited.
 - ii. Integration of the milestones and entrustable professional activities (EPAs) into the curriculum as specified by the specialty/subspecialty specific requirements.
 - iii. Methods by which the objectives are to be achieved.
 - iv. An evaluation system that clearly documents trainee performance and attainment of milestones and EPAs.
 - v. The role of each participating institution and/or rotation site in the attainment of the educational goals.
 - vi. Overseeing and organizing activities of the educational curriculum in all institutions that participate in the program.
 - d. The Program Director must administer and maintain a learning environment conducive to educating the trainees in each of the ACGME Competency domains.
 - e. The Program Director must assure compliance with CH and ACGME requirements, must provide appropriate notification to the GMEC of major programmatic changes, and must obtain approval from GMEC prior to their implementation.
 - f. The Program Director must select and supervise faculty and other program personnel at each participating institution, appointing a local site director, and monitoring appropriate trainee supervision at all participating institutions.
 - g. The Program Director is responsible for preparing an accurate statistical and narrative description of the program as requested by the Review Committee (RC), as well as updating annually the program and Trainees' records through the ACGME Accreditation Data System (ADS).
 - h. The Program Director is responsible for gathering and reporting complete and accurate information as requested by the ACGME. The Program Director is responsible for providing regular reports of progress to the Trainee as well as to the faculty.
 - i. The Program Director is responsible for the annual review of the program to assess the quality of the educational experience and to review the resources available in order to ensure that maximal benefit is being derived from the integration of the components of the program, such as assessment of each clinical teaching rotation, and making sure that there is an appropriate number of supervising faculty and Trainees and paying attention to evaluations or opinions of Trainees and faculty.
 - j. The Program Director is responsible for notifying the GME Office, prior to the ACGME, of any changes with regards to the Program Director.
 - k. The Program Director must provide a learning and working environment in which trainees have

the opportunity to raise concerns and provide feedback in a confidential manner as appropriate, without fear of intimidation or retaliation.

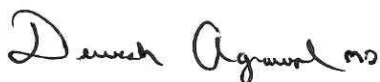
- l. The Program Director must maintain an appeal mechanism. The GME Office should receive and review appeals from Trainees following the appropriate promotion, dismissal, grievance procedure and due process policies as established by the institution to address Trainee grievances.
- m. The Program Director must monitor trainee work hours, according to the institutional and program requirements for trainee work hours and the clinical learning environment, including moonlighting.
- n. The Program Director must monitor Trainee well-being including stress, mental or emotional conditions inhibiting performance or learning, and drugs or alcohol related dysfunction.
- o. The Program Director with the help from faculty should be sensitive to the need for timely provision of confidential counseling and psychological support services to Trainees.
- p. The Program Director must document verification of program completion for all graduating trainees.

The Program Director holds additional roles that include:

- a. The Program Director will serve as the key contact and responsible person linking the institution's GME leadership and infrastructure with the training program.
- b. The Program Director will attend professional development opportunities designed for Program Directors.
- c. The Program Director will serve on internal review committees as required for other training programs.
- d. The Program Director will serve on subcommittees convened by the institution or the GMEC.

V. **APPROVAL**

Approved by:



DIO/Vice Chair, Medical Education

5/8/2024

Date

VI. **REVIEW OR REVISION DATE**

Approved by the GMEC: April 20, 2005

Modified and Approved by the GMEC: May 19, 2010

Modified and Approved by the GMEC: March 13, 2019

Modified and Approved by the GMEC: September 9, 2020

Reviewed and Approved by the GMEC: October 13, 2021

Reviewed and Approved by the GMEC: June 15, 2022

Modified and Approved by GMEC: September 13, 2023

Reviewed and Approved by the GMEC: May 8, 2024