Whose Role is it anyway??
Roles and Responsibilities in GME Programs

Introductory GME Boot Camp

DeLauro Shorter
USF GME

Disclosure

I have no actual or potential conflict of interest in relation to this program/presentation.
Objectives

- Define the roles and responsibilities of
  - The ACGME
  - Sponsoring Institution
  - Program Personnel
  - Accreditation Calendar
  - Resources for Success

Content Materials borrowed in part or whole from presentations made at the annual ACGME meeting in 2019

Audience Poll

A. Program Director
B. Associate Program Director
C. Core Faculty/Faculty
D. Other

GME Training Oversight
The ACGME

What is the ACGME
The Accreditation Council for Graduate Medical Education (ACGME) is an independent, not-for-profit, physician-led organization that sets and monitors the professional educational standards essential in preparing physicians to deliver safe, high-quality medical care to all Americans.

ACGME: Organizational Structure

Board:
- Sets Policy & Direction
- Responsible for accreditation
- Delegates authority to accredit programs/institutions to its RC
- Monitors RC
- Sets budget and fees

ACGME: Organizational Structure

Board:
- Sets Policy & Direction
- Responsible for accreditation
- Delegates authority to accredit programs/institutions to its RC
- Monitors RC
- Sets budget and fees

ACGME: Organizational Structure

Board:
- Sets Policy & Direction
- Responsible for accreditation
- Delegates authority to accredit programs/institutions to its RC
- Monitors RC
- Sets budget and fees
Review Committee

- Three Types of Review Committees
  - **Specialty Review Committee**, Transitional Year Review Committee, and Institutional Review Committee.

- Specialty Committee Membership
  - Physician members
  - Resident
  - Public member

Review Committee Role

1. Prepare, revise, and/or recommend, Specialty specific and Institutional Requirements to reflect current educational and clinical practice.

2. Provides peer evaluation to assess the degree to which programs or sponsoring institutions comply with the published educational Standards.
Accreditation Standards

- Common Program Requirements (CPR)
- Specialty Specific Requirements
- Institutional Requirements

Accreditation Standards: CPR

Common Program Requirements (CPR)

- Foundational elements for all GME programs
- Three versions
  - Residency
  - Fellowship
  - One year fellowship
- Embedded in the requirements of your specialty/subspecialty
- CPRs are easily recognizable because they are in bold font

 Residents must have ready access to specialty-specific and other appropriate administrative and support personnel. The program must have a program director and other program staff who are able to address (1) educational needs of residents and (2) the program's educational and clinical resources in a timely manner.

 Residents must have ready access to specialty-specific and other appropriate administrative and support personnel. The program must have a program director and other program staff who are able to address (1) educational needs of residents and (2) the program's educational and clinical resources in a timely manner.

 Residents must have ready access to specialty-specific and other appropriate administrative and support personnel. The program must have a program director and other program staff who are able to address (1) educational needs of residents and (2) the program's educational and clinical resources in a timely manner.

 Residents must have ready access to specialty-specific and other appropriate administrative and support personnel. The program must have a program director and other program staff who are able to address (1) educational needs of residents and (2) the program's educational and clinical resources in a timely manner.
Accreditation Standards: Specialty Requirements

- Text that are not bolded are specialty/Sub-specialty specific.
- Note all subspecialties (fellowships) accredited by the ACGME are overseen by the same Review Committee as their prerequisite specialty (core residency).

Non-Citable Content in Requirements

- Statements of philosophy (Text in italics)
- Statements of background and intent (set off by boxes)

Requirement Categorization

- 10 “Detail” requirements
- 16 “Outcome” requirements
- 269 “Core” requirements

1. Core Requirements: Statements that define structure, process, or content essential to every graduate medical educational program.

2. Detail Requirements: Statements that describe a specific structure, process, or content, for achieving compliance with a Core Requirement. Programs and sponsoring institutions in substantial compliance with the Outcome Requirements may utilize alternative or innovative approaches to meet Core Requirements.

3. Outcome Requirements: Statements that specify expected measurable or observable attributes (knowledge, abilities, skills, or attitudes) of residents or fellows at key stages of their graduate medical education.
Review Committee Role

3. Confers an accreditation status annually with regard to meeting requirement standards.

- Continued Accreditation with/without warning
- Continued Accreditation without Outcomes
- Initial Accreditation with/without Warning

Adverse Actions:
- Accreditation Withheld
- Probationary Accreditation
- Withdrawal of Accreditation
- Reduction in Resident Complement (non-voluntary)

Who is my RC?
Every ACGME-accredited residency or fellowship program must be overseen and supported by an ACGME-accredited Sponsoring Institution.
Designated Institutional Official & GMEC

- Each Sponsoring Institution must identify a Designated Institutional Official (DIO) who has the authority and responsibility for oversight and administration of its programs.
- The DIO must work in collaboration with a Graduate Medical Education Committee (GMEC)

The Role of the GMEC

The GMEC is responsibility for ensuring the quality of education and the work environment for all residents/fellows in all programs.

GMEC must review and approve:
- Institutional policies and procedures;
- Requests for permanent changes in resident/fellow complement;
- Major changes in ACGME-accredited program structure or length of training;
- Additions and deletions of ACGME-accredited programs' participating sites;
- Appointments of new program directors;
- Progress reports requested by any Review Committee
USF GMEC

Meets bi-monthly (Aug, Oct, Dec...etc.) on the 2nd Wednesday 4:00pm-6:00pm

Multiple locations (TGH, MDC, Moffitt, All Children’s and Morton Plant)

Program Personnel

Program Director Role

authority & accountability

- GMEC approves PD
- term adequate for continuity & program stability (length of program + 1 yr)
- certification in the specialty
- evidence of scholarship
- oversee didactic, clinical and sites
- approval local site directors
- approve and evaluate teaching faculty
- monitor resident supervision
- prepare and submit ACGME materials and annual program updates
- ensure compliance with grievance and due process

- provide verification of residency education
- implement and distribute policies and procedures
- monitor resident duty hours and adjust schedules as needed
- monitor and deploy backup support for residents
- comply with the institution’s written policies and procedures
- obtain review and approval of GMEC/DIO for ACGME matters
Influences that Guide Responsibility

<table>
<thead>
<tr>
<th>Role Responsibilities</th>
<th>Reading Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation Council for Graduate Medical Education</td>
<td>Execute minimum program requirements stipulated by the ACGME</td>
</tr>
<tr>
<td>Medical Education Community</td>
<td>Contribute to the medical education community through scholarly work and research</td>
</tr>
<tr>
<td>Society-at-Large</td>
<td>Take responsibility for the proper training of providers in the community</td>
</tr>
<tr>
<td>Institutional GRI</td>
<td>Coordinate with local educational officers to implement local policies</td>
</tr>
<tr>
<td>Internal Medicine Faculty</td>
<td>Maintain conflict of interest regulations and negotiate formal relationship with faculty</td>
</tr>
<tr>
<td>Hospital Administration</td>
<td>Uphold productivity and contribute to financial viability of hospital</td>
</tr>
<tr>
<td>Current Resident Physicians</td>
<td>Role model professionalism, engage in teaching activities, and promote wellness of residents</td>
</tr>
<tr>
<td>Resident Applicants</td>
<td>Uphold fairness in the interview process</td>
</tr>
<tr>
<td>Resident Alum ius</td>
<td>Promote and advocate for resident alumni interests</td>
</tr>
</tbody>
</table>


Program Leadership Team

"The program director may establish a leadership team to assist in the accomplishment of program goals."

Program Leadership Team

- Associate Program Director
- Site Director
- Core Faculty
- Program Administrator
**Associate/Assistant Program Director**

- All programs may identify an associate program director – Some programs required by RRC.
- Should have sufficient administrative time and resources to devote to the program.
- Participates heavily in the operation and administration of the program.
- Operates under the direction of the program director.

**Site Director**

- PD appointed
- Supervise and oversee resident education at a particular site.
- Ensure supervising faculty are fulfilling their responsibilities to provide education and supervision to residents and that ongoing evaluation of supervisors, residents, and the site are conducted.
- Should be involved with the creation/revision/review of goals and objectives pertaining to that site.
- Must be listed in ADS

**Core Faculty**

- PD appointed
- All programs required to have Core Faculty
- Develop, implement, and assess curriculum
- Assess residents’ progress toward achievement of competence in the specialty.
- Broad knowledge of and involvement in the program.
- Members of the Program Evaluation Committee (PEC) and Clinical Competency Committee (CCC)
Program Administrator

- Manages the day-to-day operations of the training program in collaboration with the program director
- Liaison between the training program and the Office of Graduate Medical Education.
- Knowledge and/or understanding of Graduate Medical Education
- Superior organizational skills
- Gather, maintain, analyze and report data to support accreditation requirements and demonstrate program compliance;
- Manage personnel matters associated with residents/fellows;
- Manage the recruitment process for all candidates/applicants in support of and in collaboration with program director

There is immense power when a group of people with similar interests get together to work toward the same goals.
— Idowu Koyenikan

<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>2nd</td>
<td>3rd</td>
<td>4th</td>
<td>5th</td>
<td>6th</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>2nd</td>
<td>3rd</td>
<td>4th</td>
<td>5th</td>
<td>6th</td>
</tr>
</tbody>
</table>

ACGME Survey
Annual Review of Data

Program Evaluation Committee (PEC)

• Program Evaluation Committee responsibilities must include:
  • acting as an advisor to the program director, through program oversight;
  • review of the program's self-determined goals and progress toward meeting them;
  • guiding ongoing program improvement, including development of new goals, based upon outcomes; and,
  • review of the current operating environment to identify strengths, challenges, opportunities, and threats as related to the program's mission and aims.
Program Evaluation Committee (PEC)

The PD must appoint the PEC to **conduct** and **document** the APE as part of the program’s continuous improvement process.

The PEC must be composed of at least:
- two program faculty members (at least one of whom is core faculty), and
- at least one resident/fellow.

*(VC.1. CPR 2019)*

---

Roles & Responsibilities w/ in the PEC

---

Resources
Internal Resources

- Review GME Program Leadership Virtual Handbook
- Attend GME Professional Development Activities
- Join a GMEC Subcommittee
- Create a annual calendar
- Attend the GMEC Meetings