



GME Program Leadership Virtual Resource Handbook

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Program Leadership Roles



Program Leaders

Role

<p>Program Director (PD)</p>	<p>The program director, as the leader of the program, must serve as a role model to residents in addition to fulfilling the technical aspects of the role. As residents are expected to demonstrate compassion, integrity, and respect for others, they must be able to look to the program director as an exemplar. It is of utmost importance, therefore, that the program director model outstanding professionalism, high quality patient care, educational excellence, and a scholarly approach to work. The program director creates an environment where respectful discussion is welcome, with the goal of continued improvement of the educational experience.</p> <p><i>See ACGME Common Requirements: II.A.4</i></p>
<p>Associate/Assistant Program Director</p>	<p>Associate program directors (APDs) are faculty who assist the program director in the administrative and clinical oversight of the educational program.</p>
<p>Site Director</p>	<p>The Site Director, in collaboration with the Program Director (PD), is the official at the participating site who is responsible for supervising and overseeing resident education at that location. The Site Director, in collaboration with the PD, is generally responsible for ensuring that 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.</p>
<p>Core Faculty</p>	<p>Core faculty members are critical to the success of resident education. They support the program leadership in developing, implementing, and assessing curriculum and in assessing residents' progress toward achievement of competence in the specialty. Core faculty members should be selected for their broad knowledge of and involvement in the program, permitting them to effectively evaluate the program, including completion of the annual ACGME Faculty Survey.</p>
<p>Program Administrator (PA)</p>	<p>The Program Coordinator has responsibility for assisting the Program Director with the day-to-day administration of the training program. The coordinator reports to the Program Director and the Office of Graduate Medical Education and functions as a liaison between the Office of Graduate Medical Education, other departments, residents/fellows, and the Program Director. In some departments, the coordinator is also responsible for supervision of other department staff working for the training program.</p>

Common Acronyms

AAMC -- Association of American Medical Colleges - <https://www.aamc.org>

ABMS -- American Board of Medical Specialties - <https://www.abms.org>

ACGME -- Accreditation Council for Graduate Medical Education - <https://www.acgme.org>

AHA -- American Hospital Association - <https://www.aha.org>

AMA -- American Medical Association - <https://www.ama-assn.org>

AHME -- Association for Hospital Medical Education <https://ahme.org/>

DIO -- Designated Institutional Official

ECFMG -- Educational Commission for Foreign Medical Graduates - <https://www.ecfmg.org>

ERAS -- Electronic Residency Application Service - <https://www.aamc.org/services/eras>

FREIDA -- Fellowship and Residency Electronic Interactive Database <https://freida.amaassn.org/Freida>

GMEC -- Graduate Medical Education Committee

JAMA -- Journal of the American Medical Association <https://jamanetwork.com/>

NRMP -- National Resident Matching Program - <http://www.nrmp.org>

RRC -- Residency Review Committee of the ACGME

SHM -- Society of Hospital Medicine - <https://www.hospitalmedicine>

Academic Calendar Templates and Examples

ACGME Accreditation Resources

Graduate Medical Education Committee (GMEC)

- ❖ [GMEC Meeting Schedule](#)
- ❖ [GMEC Members & Committee Responsibilities](#)
- ❖ GMEC Forms
 - [Request for an Exceptional Applicant](#)
 - [New Program Request Form](#)
 - [Request For Change in Program Director](#) (ACGME Programs)
 - [Request For Change in Program Director](#) (Non-ACGME Programs)
 - [Request for a New Rotation, Assignment or Site](#)
 - [Resident/Fellow Complement Change Form](#)

Education Funding & Participating Sites Resources

Recruitment Resources

- ❖ NRMP Helpful Links
 - [Using Applicant Match History-Support Guide](#)
 - [Information to Make Available Interviewees](#)
 - [Policy Highlights for Programs Video](#)
 - [Policy Updates for 2019 Match Season](#)
 - [Match Communication Code of Conduct](#)
 - [Professionalism and the Match](#)
 - [Violations Case Summaries](#)
- ❖ [Florida Board of Medicine](#)
- ❖ Diversity & Inclusion
 - [Graduate Medical Education National Data](#) (2021 JAMA)
 - [Diversity in GME Presentations](#) (Alliance for Academic Internal Medicine-AAIM)
- ❖ USF GME Forms & Guidelines

- [Attestation Statement](#)
- [Non-Match Candidate Application](#)
- [USF GME Visa Guidelines](#)
- ❖ USF GME Policies
 - [Eligibility, Recruitment, Selection, and Appointment GME -200](#)
 - [Background Check and Drug Screening GME-199](#)

Wellness Resources

GME Sponsored PD/PA and Faculty Development

GME Policies & Resident Handbook

USF GME Org Chart and Contact Information

- ❖ [USF GME Organization Chart](#)
- ❖ [USF GME Staff Contact](#)
- ❖ [Program Directory](#)

Additional Resources

- ❖ [AMA Guidebook for GME Directors and Coordinators \(2008\)](#)

- ❖ **Academic Medicine: Journal of the Association of American Medical Colleges**
<https://journals.lww.com/academicmedicine/pages/default.aspx>
Academic Medicine is the official, peer-reviewed journal of the Association of American Medical Colleges. The journal serves as an international forum for the exchange of ideas, information, and strategies to address the major challenges facing the academic medicine community as it strives to carry out its missions in the public interest. The journal's areas of focus include education and training issues; health and science policy; institutional policy, management, and values; research practice; and clinical practice in academic settings.

- ❖ **Advances in Health Sciences Education : Theory and Practice** <https://www.springer.com/journal/10459>
Advances in Health Sciences Education is a forum for scholarly and state-of-the-art research into all aspects of health sciences education. It will publish empirical studies as well as discussions of theoretical issues and practical implications. The primary focus of the Journal is linking theory to practice.

- ❖ **BMC Medical Education** <https://bmcmmededuc.biomedcentral.com/>
BMC Medical Education is an open access journal publishing original peer-reviewed research articles in relation to the training of healthcare professionals, including undergraduate, postgraduate, and continuing education. The journal has a special focus on curriculum development, evaluations of performance, assessment of training needs and evidence-based medicine.

- ❖ **Journal of the American Medical Association (JAMA)** <https://jamanetwork.com/>
The Journal of the American Medical Association is a peer-reviewed medical journal published 48 times a year by the American Medical Association. It publishes original research, reviews, and editorials covering all aspects of biomedicine.

- ❖ **Journal of Graduate Medical Education (JGME)** <https://www.jgme.org/>
The Journal of Graduate Medical Education (JGME) disseminates scholarship and promotes critical inquiry to inform and engage the graduate medical education community to improve the quality of graduate medical education. It is a peer-reviewed, editorially independent journal published by the Accreditation Council for Graduate Medical Education.

- ❖ **MedEd Portal** <https://www.mededportal.org/>
MedEdPORTAL is a MEDLINE-indexed, open-access journal of teaching and learning resources in the health professions published by the Association of American Medical Colleges (AAMC), in partnership with the American Dental Education Association.

MedEdPORTAL publications are stand-alone, complete teaching or learning modules that have been implemented and evaluated with medical or dental trainees or practitioners.

- ❖ **Medical Education Online** <https://www.tandfonline.com/toc/zmeo20/current>
Medical Education Online (MEO) is a peer-reviewed international Open Access journal for disseminating information on the education and training of physicians and other health care professionals. It was launched in 1996 as the first ever freely available online journal in the field of medical education and has since then grown to become a highly ranked source of information in this area, with indexing in PubMed/MEDLINE and inclusion in NIH's digital archive of biomedical and life sciences journal literature, PubMed Central.