

**USF – College of Medicine  
GRADUATE MEDICAL EDUCATION POLICY & PROCEDURE**

<b>Title: Program Responsibilities</b>		<b>No.: GME-209</b>
<b>Effective Date: 1/1/99</b>	<b>Revision Date: 6/05</b>	<b>Distribution: All</b>
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**Policy Statement**

The USF College of Medicine is dedicated to providing an ongoing educational curriculum to develop the attributes and competencies of a well-rounded physician. Thus, individual programs are united under a common institutional goal to develop a curriculum geared toward excellence.

To assist each program in the development of this “curriculum of excellence”, general program responsibilities are defined (but not limited to) the following:

- Providing a curriculum that supports each specialty and sub-specialty program, to include a scope of practice and goals and objectives.
- Develop criteria for the selection, evaluation, promotion and dismissal of residents.
- Provide an environment in which residents can raise issues without fear of intimidation or retaliation.
- Ensure faculty is sufficient in number with documented qualifications and a willingness to teach.
- Provide an atmosphere of scholarly activity for the residents where they have the opportunity to develop new knowledge, learn to participate in and evaluate research findings, and develop a personal habit of learning as part of his/her professional responsibility.
- Provide adequate and appropriate supervision and back-up, allowing for progression through the chosen medical field.
- Ensuring that the environment is conducive to learning in that food services and sleeping quarters are adequate, with appropriate safety and security measures.
- Allow for participation in journal clubs, research activities, and conferences.
- Provide residents with access to the tools for learning, to include medical library services, medline, etc.
- Provide for adequate patient support services to assist the resident in the provision of patient care (i.e., lab and x-ray services, information retrieval system).
- Ensure that work hours are not excessive.
- Allow residents the opportunity to evaluate his/her educational experience in a confidential program and faculty evaluation.
- Provide instruction in quality assurance activities and participation where allowed by affiliated institutions.

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### Procedure

#### Responsible Party

#### Action

Program Director/  
Education Coordinators

Ensures compliance with above guidelines for each specialty and sub-specialty program through documentation, evaluations, and program-specific requirements.

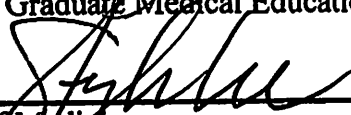
GMEC

Oversees specific program activities and assures compliance with all relevant ACGME and institutional policies.

APPROVED:



Associate Dean, Graduate Medical Education



Dean, College of Medicine

c:p&p\program responsibilities

**REVIEWED, REVISED, REISSUED 6/05**  
**REVIEWED, APPROVED - 8/2008**