

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

<b>Title:</b> Designated Institutional Official (“DIO”) Identification	No.: GME-101	
Effective Date: 9/2010	Revision Date: 4/2018	Distribution: All
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**Scope:** Provision of continued oversight for the USF Health Morsani College of Medicine (MCOM) residency and fellowship training programs per the ACGME Sponsoring Institutional Requirement I.A.5.

**Background:** I.A.5: The Sponsoring Institution must identify a: I.A.5.a) Designated Institutional Official (DIO): The individual who, in collaboration with a Graduate Medical Education Committee (GMEC), must have authority and responsibility for the oversight and administration of each of the Sponsoring Institution’s ACGME accredited programs, as well as for ensuring compliance with the ACGME Institutional, Common, and specialty/subspecialty specific Program Requirements.

**Policy Statement**

As mandated by ACGME, USF Health MCOM has appointed a Designated Institutional Official (“DIO”) who has the authority and responsibility for the oversight and administration of the Sponsoring Institution's ACGME-accredited programs and who is responsible for assuring compliance with ACGME Institutional Requirements. As part of those responsibilities, the DIO must establish and implement procedures to ensure that s/he, or a designee in the absence of the DIO, reviews and cosigns all documents or correspondence submitted to the ACGME by program directors.

Should the DIO be absent, s/he shall name an appropriate designee to perform all the duties and responsibilities of the DIO as required during his/her absence, including but not limited to oversight and administration of the University’s ACGME accredited and non-accredited programs, assure compliance with ACGME institutional requirements, and as needed, review and cosign program information submitted to the ACGME.

APPROVED:



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Sr. Associate Dean, Graduate Medical Education/DIO

c:p&p\designee in absence of DIO  
9/2010  
REVIEWED, APPROVED: 4/2018