



GME Program Leadership Virtual Resource Handbook

*Created by USF GME
January 2020
Revised November 2024*

Program Leadership Roles



Program Leaders	Role
Program Director (PD)	<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 directors 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>
Associate/Assistant Program Director	<p>Associate program directors (APDs) are faculty who assist the program director in the administrative and clinical oversight of the educational program. May serve as succession planning for program director.</p> <p>Please review the specialty requirements to evaluate whether this position is required based on program complement size.</p>
Site Director	<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>
Core Faculty	<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>

**Program
Administrator (PA)**

The Program Administrator has responsibility for assisting the Program Director with the day-to-day administration of the training program. The administrator 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 administrator is also responsible for supervision of other department staff working for the training program.

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>

DIO -- Designated Institutional Official

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

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

GMEC -- Graduate Medical Education Committee

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

RC -- Review Committee of the ACGME

Academic Calendar Templates and Examples

ACGME Accreditation & Resources

Graduate Medical Education Committee (GMEC)

Recruitment Resources

- ❖ NRMP Match Process Helpful Links
 - [Using Applicant Match History-Support Guide](#)
 - [Policy Highlights for Programs Video](#)
 - [Match Communication Code of Conduct](#)
 - [Professionalism and the Match](#)
 - [USF GME Annual Recruitment Education](#)
- ❖ [National Links for Program Information](#)
 - AMA FREIDA -- Fellowship and Residency Electronic Interactive Database
<https://freida.amaassn.org/Freida>
 - AAMC Residency Explorer -- <https://www.residencyexplorer.org/>
- ❖ National Match & Diversity Data
 - [Graduate Medical Education National Data](#) (2023 JAMA)
 - [ACGME Data Book](#)
 - [NRMP National Match Data Reports](#)
- ❖ Holistic Review
 - [AAMC Holistic Review Resources](#)
- ❖ USF GME Forms & Guidelines
 - [Attestation Statement](#)
 - [Non-Match Candidate Application](#)
 - [USF GME Visa Guidelines](#)
- ❖ USF GME Policies
 - [Eligibility, Recruitment, Selection, and Appointment GME -200](#)
 - [Drug Screening and Background Check GME-198 & 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
