REQUIRED Jobs of the Program Director

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Terminology

- **Core**: everyone must do
- **Detail**: new programs, and those with issues must do
- **DIO**: individual in sponsoring institution who has authority/responsibility for all ACGME-accredited GME programs
- **ADS**: online ACGME service to which PD needs to input Program Information
- **Common Program Requirements**: ACGME requirements that apply to all
- **Initial Accreditation**: conferred when new program approved by RRC-developmental stage.
- **Integrated Site**: PD appoints faculty and is involved in appointment of chief of service at site, determines all rotations and assignments of residents, and is responsible for conduct of educational program in site
What is the PLA

- **Program Letter of Agreement**: written document addresses GME responsibilities between accredited program and site other than sponsoring institution

- Brief, informal documents (1-2 pages)

- Identify faculty members who assume educational and supervisory responsibilities for residents/fellows

- Specify faculty members’ responsibilities for teaching, supervision, and formal evaluation of residents/fellows

- Specify duration and content of educational experience

- State policies and procedures that govern resident/fellow education during assignment.

- **Must** be PLAs between program and all sites to which residents rotate for **required** assignments (not electives)
Who is the PD?

- 1 PD for ALL vascular training programs within 1 institution-
  - Approved by sponsoring institution GMEC (Core)
  - Approved by RRC
- Specialty expertise & documented educational/administrative experience (Core)
- Current certification by ABS, or equivalent (Core)
- Current medical licensure & medical staff appointment (Core)
- Be appointed for length of program + 1 year (Detail)
  - 3 years for 5 + 2
  - 6 years for 0 + 5
- Devote >50 percent of time to: (core)
  - Management/administration of program
  - Teaching
  - Research
  - Clinical care
Who Can be PD

- *Should be* midlevel faculty

- Must have Scholarly Activity:
  PD sets tone for scholarly environment of program
  PD must be recognized and respected by faculty members and residents as demonstrating success in scholarship
  Highly recommended that PD have activity in 3 areas
    - Peer-reviewed funding (Detail)
    - Publication of original research or review articles in peer-reviewed journals, or chapters in textbooks (Detail)
    - Publication or presentation of case reports or clinical series at local, regional, or national professional and scientific society meetings (Detail)
    - Participation in national committees or educational organizations (Detail)
Required Duties - Paperwork

- Complete program application forms and annual program updates to ADS
  - ensure that the information submitted is accurate and complete (Core)
  - Viewed as scholarly writing of PD
- Prepare and implement all policies, including supervision policy
  - specify lines of responsibility for GS residents and VS residents when both on same service (Core)
- Prepare and submit all information required and requested by ACGME (Core)
- Ensure compliance with grievance/due process procedures from Institutional Requirements and sponsoring institution; (Detail)
- Verify education for residents, including those who leave prior to completion (Detail)
- Implement policies/procedures for duty hours including moonlighting, (Core)
  - distribute to residents and faculty; (Detail)
Required Duties - People Issues

- Administer and maintain educational environment conducive to educating residents in competency areas (Core)
- Oversee and ensure quality of didactic & clinical education in all participating sites (Core)
- Approve director at participating sites accountable for resident education (Core)
- Approve selection of program faculty (Core)
- Evaluate program faculty (Core)
- Approve continued participation of program faculty based on evaluation (Core)
- Monitor resident supervision (Core)
PD Required Duties - Process Issues

- Monitor duty hours - ensure compliance (Core)
- Adjust schedules to mitigate excessive service demands and/or fatigue (Detail)
  - monitor demands of at-home call (Detail)
- Monitor need & ensure back up support systems (Detail)
- Comply with sponsoring institution’s policies/procedures for selection, evaluation, promotion, disciplinary action, and supervision of residents (Detail)
- Be familiar/comply with ACGME policies and procedures (Detail)
- Obtain **prior** RRC approval for resident spending part of chief year at non-integrated site (Detail)
- Ensure compliance with grievance/due process procedures from Institutional Requirements and sponsoring institution; (Detail)
Duties- Interaction with Local GMEC/DIO

- Obtain review & approval of sponsoring institution’s GMEC/DIO before submitting information or requests to ACGME, including:
  
  (Core)
  - Applications for new programs (Detail)
  - Program citations (Detail)
  - Changes in resident complement (Detail)
  - Major changes in program structure or length of training (Detail)
  - Progress reports requested by Review Committee (Detail)
  - Requests for any change to resident duty hours (Detail)
  - Voluntary withdrawals of programs (Detail)
  - Requests for appeal of adverse action (Detail)
  - Appeal presentations to Board of Appeal or ACGME. (Detail)
  - Request for changes that would have significant impact, including financial, on program or institution (Detail)
Other Required PD Duties

- Ensure trainees participate in Scholarly activity and Quality Improvement projects
- Ensure faculty and trainees complete annual surveys - ACGME and local GME
- Ensure trainees complete case logs and are meeting required numbers
- Perform semi-annual reviews
- Ensure faculty, residents and others complete regular evaluations
- Deal with problem residents
- Organize interview dates, recruitment process, submit rank lists
- Organize annual evaluation of program and make changes based on reviews
- Review evaluations of trainees, faculty, program give feedback, and make changes based on reviews
- Organize Clinical Competency Committee
- Meet with Site Reviewers from ACGME for all site visits
- Work closely with Program Coordinator
What Must You include in Initial Application

- Competency-based goals and objectives for 1 assignment at each educational level - Must be measurable
- All Program Letters of Agreement (PLAs) with participating sites
- Blank copy of form used in final (summative) evaluation -
  - “magic phrase” - documenting performance during the final period of education, verifying resident has demonstrated sufficient competence to enter practice without direct supervision
- Blank copy of form to document semiannual evaluation
- Assessment/evaluation tools - blank documents
- Block diagram outlining each year of training in educational program
- Case volume demonstrating adequate numbers for vascular trainees and general surgery program
  - make sure the numbers add up correctly
- Policies:
  - Supervision Policy
  - Duty Hours
  - Transitions of Care:
    - minimize number of transitions
Summary

- Multiple duties for PD
  - Organizes program
  - Oversees all participants in program - faculty, trainees...
  - Responsible for all written & electronically submitted data about program
  - Responsible for ensuring compliance with ACGME and local policies/regulations
- Write PIF
  - Clear picture of what program really is - not fantasy
- Do ADS updates-
  - Do not completely delegate
  - Reviewed annually by RRC
  - Will result in citations if there are problems
- Work closely with Program Coordinator
  - **Ultimately responsible for EVERYTHING**
- Work with local GME office