POLICY: It is the policy of St. Christopher’s Hospital for Children (SCHC) that the over-all authority and administrative responsibility for its Graduate Medical Education programs resides with its Chief Executive Officer (CEO). The CEO delegates this authority and administrative responsibility to the Designated Institutional Official (DIO) who is also the Director of Graduate Medical Education. The DIO will advise the CEO on matters of Graduate Medical Education and has the authority and responsibility for the oversight and administration of the graduate medical education programs.

PROCEDURES: The DIO will:

1. Be responsible and accountable for institutional compliance with ACGME standards;

2. Oversee the accreditation of all of the institution’s GME programs;

3. Provide administrative and educational support to the institution’s residency/fellowship program directors;

4. Prepare, propose, and manage the overall GME budget and be the advocate to Administration for adequate resources;

5. Oversee GME administration and manage GME operations.

6. Represent the GME program to the institution’s governance, administrative and medical leadership, and affiliated organizations;

7. Oversee and promote the well-being of the institution’s residents and fellows including support for:
   a. conflict resolution
   b. physician impairment (see policy 3C. Impaired Practitioner)
   c. counseling services (see policy 3B. Counseling and Support Services)

8. Provide guidance on GME legal matters;

9. Function effectively in relation to other GME stakeholders (e.g. AAMC, NRMP, NBME, CHGME, and state licensing boards)

10. Be a voting member of the Graduate Medical Education Committee (GMEC)

(GMEC approved 12/7/11)
(GMEC updated and approved 9/5/18)