

## PROCEDURE GME 29

**Subject:**  
NEW PROGRAM DIRECTOR APPOINTMENT

**Effective Date:**  
OCTOBER 2014

**Applies to:**  
HOUSTON METHODIST HOSPITAL SYSTEM—GME

**Date Revised:**  
NOVEMBER 2022

**Originating Area:**  
GRADUATE MEDICAL EDUCATION COMMITTEE

**Target Review Date:**  
NOVEMBER 2025

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### **I. GENERAL STATEMENT**

For each Program accredited by the Accreditation Council of Graduate Medical Education (ACGME), there must be a single Program Director with authority and accountability for the Program's operation as defined in the ACGME Common Program Requirements and Procedure GME 18—Responsibilities of Program Director. In addition, some Program requirements stipulate the minimum length of time for appointment to ensure continuity of leadership and Program stability. The Designated Institutional Official (DIO) and the GME Committee (GMEC) must confirm that any new Program Director meets the required qualifications before the DIO submits an appointment of a new Program Director in the Accreditation Data System (ADS).

The DIO and the GMEC must ensure that each Program Director for appointment meets at least the minimum stated requirements and has sufficient protected time and financial support for educational and administrative responsibilities to discharge responsibilities of Program administration. To ensure the quality of Programs, the GMEC has adopted guidelines for determining a candidate's specialty expertise and educational and administrative experiences.

### **II. DESCRIPTION FOR REVIEW OF PROGRAM DIRECTOR APPOINTMENT**

#### **A. Initiation of Request for Appointment of Program Director**

1. To initiate a Program Director change or appointment request, even for the submission of a new Program, the Chair or the Chief Academic Officer (for units with no Chair) submits to the GME Office the proposed Program Director's CV with a letter of nomination verifying:
  - a) The amount of protected time, defined by fulltime equivalent (FTE), for the Program Director to discharge his/her administrative responsibilities to the Program must be at minimum equivalent to the ACGME Program Requirements. For non-ACGME accredited programs, the protected time must be at minimum equivalent to the closest ACGME specialty requirements
  - b) Protected time for the Program Director to participate in the monthly GMEC meeting (1 hour)
  - c) Protected time for Program Director to participate in professional development activities, including the annual Program Director Retreat and faculty development workshops organized by the GME Office
  - d) Protected time and financial support for Program Director to attend the ACGME's introductory Course for New Program Directors or an equivalent course for new Program Directors provided by the specialty's Program Director organization within the first year of appointment

- e) Protected time and financial support for the Program Director to attend the ACGME's Annual Educational Conference or national specialty society meetings for Program Directors at least once every three years.

B. Minimum Qualifications for Appointment to Program Director

1. The Program Director must meet the following qualification requirements:
  - a) Have requisite specialty expertise and documented educational and administrative experience acceptable to the Review Committee.
  - b) Have current certification in the specialty and subspecialty by the American Board of Medical Specialties (ABMS) or other member organization, or specialty qualifications that are acceptable to the Review Committee.
  - c) Possess current medical licensure and appropriate medical staff appointment at Houston Methodist Hospital.
  - d) Comply with other documented qualifications as further specified by the relevant Residency Review Committee (RRC), if applicable (e.g., being based at the primary training site).
2. The Program Director should demonstrate the following qualification requirements:
  - a) Prior experience as an active faculty as aligned with ACGME Common Program Requirements.
  - b) Knowledge of Program Requirements, particularly milestones assessment, Clinical Competency Committee, Program Evaluation Committee, Annual Program Review, scholarly activities of residents, resident participation in patient safety and quality improvement projects, and CLER Pathways to Excellence, particularly expectations for residents and faculty to achieve safe and high quality patient care.
  - c) Evidence of participation in faculty development activities to improve effectiveness of teaching or administration of Program or both.
3. The program must demonstrate retention of the program director for a length of time adequate to maintain continuity of leadership and program stability as aligned with the ACGME Specialty Specific Program requirements.
4. Prior to appointment, the GMEC Executive Committee will review the nominee's CV and letter of nomination and will interview each applicant to determine whether the applicant meets the requirements.
5. The Executive Subcommittee's recommendation will be forwarded to the GMEC, for approval.

C. Approval by GMEC

1. Chair of the Department where Core Program is located must nominate a new Program Director with the expectation of continuous support and monitoring of program metrics.
2. If approved by the GMEC, the DIO will initiate a Program Director Change Request in ADS to reflect the effective date of the appointment.
3. Once the change or the application has been initiated, ACGME will send an email to the new Program Director with instructions on how to complete the change request. The email will include instructions to log into the ADS and will provide a unique username and password. The new Program Director will be required to login and complete his/her professional information and an abbreviated CV, which will be forwarded to the respective RRC for approval. If the Program Director does not meet RRC requirements, the RRC will notify the Program Director and the DIO.

**III. COMMITTEE REVIEWING OR APPROVING PROCEDURE:**

1. Graduate Medical Education Committee [9 October 2014][May 2016][May 2019][14 Dec 2022]

Attachment: Program Director Change/Appointment Request Letter Template (sample)

AUTHORITATIVE REFERENCES: Accreditation Council for Graduate Medical Education Common Program Requirements (Section II.A.) effective July 1, 2019.