

Request for Change in Residency Program Director

MUSC Office of Graduate Medical Education

Protocol for Appointment of New Program Director by Department Chair

A letter of recommendation for a new program director must be submitted to the Designated Institutional Official (DIO) along with a copy of their Curriculum Vitae at least two weeks prior to the GMEC meeting date when you would like this item considered.

This recommendation will then be sent to the Graduate Medical Education Committee (GMEC) for their review and approval. After approval from the GMEC, the Program Director is notified by the DIO that the change in Program Director information must now be submitted to the ACGME via the ADS. Program Director requirements can be found in the ACGME's Common Program Requirements, pages 2-4.

The letter should include the following:

1. Prior to selecting a candidate, the Department Chair should review the current RRC requirements for appointment of a Program Director. If the candidate does not meet the RRC qualifications, the extenuating circumstances must be documented.
2. There must be a single Program Director with authority and accountability for the operation of the program.
3. Name, current position, qualifications and current board certification status of candidate. Qualifications should include requisite specialty expertise and documented educational and administrative experience acceptable to the Review Committee. Current medical licensure and applicable medical staff appointment should be noted.
4. Brief statement of rationale for appointment of the individual and indication of the intended duration of the appointment. The ACGME requires that the Program Director must continue in his or her position for a length of time adequate to maintain the program's stability.
5. Clear statement of the expected duties of the Program Director including a statement of responsibilities for supervision of all program sites.
6. Clear statement of the support (time allotment and % of salary) that will be provided the Program Director. The ACGME requires the sponsoring institution and program must ensure that the Program Director has sufficient financial support and protected time for his or her educational and administrative responsibilities to the program.
7. Clear statement of the candidates need to maintain board certification should be included in the letter.
8. Clear statement that the Program Director will be expected to comply with the program requirements of the ACGME and those of the specialty's RRC.

MEMORANDUM

Date

TO: MUSC GMEC

FROM: Departmental Chair

RE: Appointment of New Program Director to BLANK Residency
Name
Dept.

**SAMPLE
MEMORANDUM
FOR NEW PD**

I would like to nominate, **Candidate's Name and Degrees**, for the position of Program Director for the _____ training program. Dr. _____ will have authority and accountability for the operation of all components of the residency or fellowship program. My recommendation of Dr. _____ for this position is because _____ (*indicate brief rationale for appointment*).

Dr. _____ is currently a/an _____ professor in the Dept. of _____. He/she has been board certified for ____ years and holds a MUSC medical staff appointment. Enclosed is Dr. _____'s curriculum vitae.

I am recommending Dr. _____ for this appointment to begin on (*indicate start date*). *ACGME requirements indicate that the program director must intend to continue in his or her position for a length of time adequate to maintain the program's stability.* I acknowledge that Dr. ____ will need to maintain board certification for the duration of his/her appointment as Program Director.

I have reviewed the Program Requirements for the _____ training program which are posted on the ACGME website, and can assure the GMEC that Dr. ____ can comply with all requirements. (*And if not, please state the extenuating circumstances that allow you to recommend this person.*)

The Department of _____ will ensure that the Program Director has sufficient financial and administrative support and protected time for his/her educational and administrative responsibilities to the program. For this position, Dr. _____ will be protected for at least ____% of his or her time and will receive ____% of salary for this position.

I have discussed all the above with Dr. _____. After approval by the GMEC, I understand the current program director needs to notify the ACGME electronically using their WebADS system.

Sincerely,

Dr. _____
Chair, Department of _____

Cc: Program Director Applicant
Enclosure: CV