Each sponsored program shall have a single program director with the authority and accountability for the operation of the program.

The program director is responsible for the ACGME sponsored program. Each program director will be responsible for assigning physicians (faculty) and ensuring that all program requirements are met. Program directors will report routinely to the Graduate Medical Education Committee (GMEC) the ongoing status of the program as well as the approval of any changes in the program directorship.

Physician should have the following qualifications: accredited by the appropriate credentialing committee, specialty expertise, educational and administrative experience, current medical license, and current certification in the specialty. If alternative specialty qualifications are being utilized, approval from the review committee of the ACGME must be obtained.

Responsibilities of Program Director:

1. Responsible for the recruitment, appointment and initial eligibility of new residents.
2. Policy and Procedure development and approval, program specific ensuring that the policies and procedures are distributed to faculty and residents, as well as, ensuring that they have been reviewed and understood, such as: resident duty hours and moonlighting, etc.
3. Familiar and comply with ACGME Policies and Procedures.
4. Provide disciplinary counsel and action to residents.
5. Completion of the Program Information Form, Internal reviews, other standard documents required by the program. Prepare and submit all information required and requested by the ACGME, including but not limited to the program information forms and annual program resident updates to the ADS, and ensure that the information submitted is accurate and complete.
6. Administer and maintain an educational environment conducive to the education of residents by overseeing and ensuring the quality in all institutions that participate in the program.
7. Approve a local director at each participating institution who is accountable for resident education as necessary for the program. Each appointment must be approved by the GMEC.
8. Approve the selection of program faculty as appropriate.
9. Evaluate program faculty and approve the continued participation of program faculty based on evaluation.
10. Monitor resident supervision at all participating institutions.
11. Provide each resident with documented semiannual evaluation of performance with feedback.
12. Ensure compliance with grievance and due process procedures.
13. Provide verification of residency education for all residents, including those who leave the program prior to completion.
14. Monitor resident duty hours with a frequency sufficient to ensure compliance with ACGME requirements.