RESPONSIBILITIES OF THE DESIGNATED INSTITUTIONAL OFFICIAL (DIO)

The ACGME requires that institutions sponsoring GME programs be led by a Designated Institutional Official (DIO) in collaboration with a Graduate Medical Education Committee (GMEC), and that they must have authority and responsibility for the oversight and administration of the Sponsoring Institution’s programs and responsibility for assuring compliance with ACGME Common, specialty/subspecialty specific Program, and Institutional Requirements.

Just as Program Directors are responsible for the organization and implementation of educational objectives at the program level, the DIO is similarly responsible for education and educational administration at the institutional level. In addition to the ACGME, a number of other educational and regulatory bodies impose requirements on our DIO.

Responsibilities of the DIO include all of the following:

Participation in the Institutional governance of GME programs
- Maintain current knowledge of and compliance with UT GME Policies
- Maintain current knowledge of and compliance with ACGME Institutional and Program Requirements (www.acgme.org)
- Participate in GME Committee, subcommittees and task forces, and Internal Review panels as requested including program representation at all GMEC meetings
- Cooperate promptly with requests by the various regulatory bodies for information, documentation, etc.
- Maintain accurate and complete institutional GME files in compliance with ACGME and with institutional records retention policies.

Educational Aspects of the Sponsoring Institution
- Ensure that programs provide an educational curriculum as defined in the ACGME Program Requirements for the specialty or, if a non-ACGME accredited program, periodic review/revision of the educational curriculum.
- Assist programs in identifying dependable measures to assess residents' competence in other areas as defined in the ACGME Program Requirements for the specialty, and in their use.
- Participate in professional development programs for program directors and teaching faculty.

ACGME accreditation matters
- Maintain current knowledge of and compliance with the ACGME Manual of Policies and Procedures for GME Review Committees (www.acgme.org)
- Maintain current knowledge of and compliance with the ACGME Program Requirements pertaining to sponsored programs
- Prepare accurate and complete Institutional Review Document (IRD) prior to institutional site visits
- Oversee and certify annual update of ACGME's Accreditation Data System.
- The DIO must serve as a voting member of the Graduate Medical Education Committee (GMEC).
- The DIO serves as the Chair of the GMEC for the Chattanooga Campus.
• The DIO must ensure that the GMEC meets its responsibilities for oversight of the GME programs, that include:
  o the ACGME accreditation status of the Sponsoring Institution and each of its ACGME accredited programs;
  o the quality of the GME learning and working environment within the Sponsoring Institution; each of its ACGME accredited programs, and its participating sites;
  o the quality of educational experiences in each ACGME accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME.

• Review and approval of
  o GME policies and procedures;
  o Annual recommendations to the Sponsoring Institution’s administration regarding resident and fellow stipends and benefits;
  o Applications for ACGME accreditation of new programs;
  o Requests for changes in permanent resident and fellow complement;
  o Major changes each program’s structure or duration of training;
  o Additions and deletions of each of its program’s participating sites;
  o Progress reports requested by Residency Review Committees;
  o Appointment of new programs directors;
  o Responses to Clinical Learning Environment Review (CLER) reports;
  o Requests for exceptions to Duty Hours Requirements;
  o Voluntary Withdrawal of ACGME program accreditation;
  o Requests for appeal of an adverse action by a Review Committee;

• The DIO and the GMEC must develop, prepare and maintain a statement documenting the Sponsoring Institution’s commitment to GME, including providing the necessary financial support for administrative, educational, and clinical resources, including personnel. The statement must be reviewed, dated, and signed at least once every five years by the DIO, a representative of the Sponsoring Institution’s senior administration, and a representative of the Governing Body.

• The DIO and Chair of the GMEC must demonstrate effective oversight of the Sponsoring Institution’s accreditation through an Annual Institutional Review (AIR). The DIO and GME must identify institutional performance indicators for the AIR which include:
  o Results of the most recent institutional self-study visit;
  o Results of ACGME surveys of residents and fellows and core faculty members; and
  o Notifications of each of its ACGME-accredited programs accreditation statuses and self-study visits.

• The AIR must include monitoring procedures for action plans resulting from the review.

• The DIO must submit a written annual executive summary of the AIR to the Governing Body.

• The DIO and GMEC must demonstrate effective oversight of underperforming programs through a Special Focused Review process. The process must include a protocol that establishes criteria for identifying underperformance, and results in a report that describes the quality improvement goals; corrective actions; and process for GMEC monitoring of those outcomes.
The Sponsoring Institution and DIO must ensure that the DIO has sufficient financial support and protected time to effectively carry out his or her educational, administrative, and leadership responsibilities.

The DIO must engage in professional development applicable to his or her responsibilities as an educational leader.

The DIO must ensure that sufficient salary support and resources are provided for effective GME administration.

The DIO and Sponsoring Institution must provide a clinical learning environment ensuring quality educational programs that focus on the following areas:

- Patient Safety
- Quality Improvements
- Transitions of Care
- Resident Supervision
- Duty Hours, Fatigue Management and Mitigation, and Professionalism

The DIO and Sponsoring Institution must ensure that institutional GME policies are developed and followed:

- A policy regarding the eligibility, selection, and appointment of residents;
- A written agreement of appointment that includes reference to:
  - Resident responsibilities;
  - Duration of appointment;
  - Financial support for residents;
  - Conditions for reappointment and promotion to subsequent PGY levels;
  - Grievance and due process;
  - Professional liability insurance;
  - Hospital and health insurance for residents and their eligible dependents;
  - Disability insurance for residents;
  - Vacation, parental, sick, and other leave for residents compliant with applicable laws;
  - Timely notice of the effect of leave on the ability of residents to satisfy requirements of program completion;
  - Information related to eligibility for board certification examinations;
  - Institutional policies related to resident duty hours and moonlighting.
- A policy regarding promotion, reappointment, and dismissal;
- A policy detailing due process for appealing adverse decisions.
- A policy outlining the procedures for submitting and processing resident grievances.
- A policy regarding the provision of professional liability insurance and protection for acts and omissions within the scope of the program;
- A policy regarding health insurance beginning the first day of training;
- A policy regarding disability insurance;
- A policy regarding vacation and leaves of absence;

The DIO and Sponsoring Institution must provide the following resident services and policies:
o Behavioral services including counseling;
  o A policy addressing physician impairment;
  o A policy concerning sexual and other forms of harassment;
  o A policy addressing accommodations for disabilities consistent with all applicable laws and regulations;

• The DIO and Sponsoring Institution must develop institutional and program specific policies regarding resident supervision.
• The DIO and Sponsoring Institution must develop institutional and program specific policies regarding resident duty hours that meet those set forth in the ACGME requirements, including moonlighting.
• The DIO and Sponsoring Institution must develop an institutional policy governing interactions between vendors, residents, and each of its ACGME accredited programs.
• The DIO must ensure an institutional policy stating that neither the Sponsoring Institution nor any of its ACGME accredited programs may require a resident to sign a non-competition agreement or any restrictive covenant.
• The DIO and Sponsoring Institution must maintain a policy consistent with ACGME Policies and Procedures that addresses administrative support for each of its ACGME-accredited programs and residents/fellows in the event of a disaster or interruption in patient care. The policy must include information about assistance for continuation of salary, benefits, and resident/fellow assignments.
• The DIO and Sponsoring Institution must maintain a policy that addresses GMEC oversight of reductions in size or closure of each of its ACGME-accredited programs, or closure of the Sponsoring Institution that includes the following:
  o The Sponsoring Institution must inform the GMEC, DIO, and affected residents as soon as possible when it intends to reduce the size of or close one or more ACGME-accredited programs, or when the Sponsoring Institution intends to close; and
  o The Sponsoring Institution must allow residents/fellows already in an affected ACGME-accredited program(s) to complete their education at the Sponsoring Institution, or assist them in enrolling in (an) other ACGME-accredited program(s) in which they can continue their education.

Approved 1/21/2015.