

# University of Colorado School of Medicine

## Graduate Medical Education

<b>Policy: Program Director and Associate Program Director Qualifications, FTE, Appointment &amp; Approval</b>	
Original Approval: March 18, 2013	Revision Dates: March 10, 2021 (editorial) April 21, 2021 September 22, 2021 April 12, 2023 (Editorial) September 27, 2023 (Editorial)
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**Purpose:**

To ensure that individuals possess appropriate credentials as well as knowledge about ACGME policies and procedures to serve effectively in the role of Program Director and Associate Program Director.

**Policy:**

Prior to GMEC review and approval, programs requesting approval for individuals serving in the role of Program Director must ensure the following conditions are met:

1. Program Director (PD) Eligibility:
  - a. Possess current medical licensure and appropriate clinical appointment
  - b. Possess at least an assistant professor role, with associate professor or higher preferred
  - c. Demonstrate proof of scholarly activities within the last 5 years
  - d. Possess the requisite specialty expertise and at least 3 years of documented educational and/or administrative experience, which includes board certification and maintenance of certification by a board of the American Board of Medical Specialties (ABMS), American Osteopathic Association (AOA)
  - e. Hold academic appointment for a minimum of 3 years, unless specialty RRC requirements specify more than 3 years
  - f. Non-ACGME Program Director (PD): In lieu of ABMS or AOA board certification, the following alternate qualifications may be deemed acceptable to GMEC:
    1. Demonstrated leadership expertise
    2. Ongoing academic achievements in the specialty including peer-reviewed publications, development of educational programs, or the conduct of research
    3. National or international reputation in the specific field/specialty including participation in national specialty organizations
    4. Certification by a board other than ABMS or AOA
    5. Completion of training in the clinical domain of the program and evidence of continued clinical practice in the specialty

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2. CU SOM minimum FTE for PD/APD non-clinical time for administration of the program:

	<b>PD</b>	<b>APD</b>
<b>ACGME program</b>	Consult <u>ACGME specialty-specific requirements</u> for required FTE	Consult <u>ACGME specialty-specific requirements</u> for required FTE. Minimum required = 0.1 FTE
<b>Non-ACGME program</b>	0.1 FTE or equivalent support (time, salary, or equivalent departmental support that allows time to carry out the responsibilities of the program director)	0.1 FTE or equivalent support (time, salary, or equivalent departmental support that allows time to meet the educational goals of the program)

3. It is expected that Department Chairs or Division Heads will provide protected time for the new Program Director to attend the ACGME Annual Education Conference during the first or second year of appointment. The Office of Graduate Medical Education will cover usual expenses, e.g., transportation, hotel, registration cost, consistent with state fiscal rules up to a maximum of \$1000. (Note: The ACGME Annual Conference normally occurs during late February or early March. The meeting begins on Thursday with pre-conference workshops and concludes on Sunday morning.)

**Process:**

1. The program must submit a letter of recommendation by the applicable Department Chair or Division Head addressed to the Associate Dean for Graduate Medical Education and Chair of the GMEC, which describes the nominated individual's abilities to serve in the role of Program Director. Each element of eligibility (as noted above) must be confirmed, and a mentorship plan provided (if applicable), with a copy of the individual's CV attached. If the individual is not board certified, written proof of ACGME acceptance of credentials (for ACGME-accredited programs)
2. Program Directors for non ACGME-accredited programs must provide proof of board certification in their specialty or alternate qualifications acceptable to GMEC (listed above).
3. Approval for the new Program Director/Associate Program Director's appointment must be approved by the GMEC.
4. Confirmation of GMEC approval will be provided to the new Program Director, Associate Program Director, Department Chair or Division Head, and the Program Coordinator.
5. For ACGME programs: Confirmation with ACGME will be completed via ADS by GME.