

INSTITUTIONAL GME GUIDELINES – Associate Program Director Qualifications Guidelines **Approved by the GMEC – 5/24/13, 3/11/22**

In accordance with ACGME Common Program Requirements, the Program Director has the authority and accountability for the operation of the residency program. The Associate Program Director reports to the Program Director and functions as part of the leadership team to assist the Program Director in the operation of the residency program.

The Associate Program Director must dedicate non-clinical time commensurate with the minimum % FTE (using a 40-hour work week unless otherwise stated) as required by the Specialty-specific program requirements. The Sponsoring Institution and Participating Sites will provide salary support for the Associate Program Director as defined in the ACGME specialty-specific program requirements. Programs exceeding the ACGME- defined minimum requirement of associate program director support must provide sound rationale as well as secure funding for the additional stipend.

The Sponsoring Institution's GMEC must approve the appointment of an Associate Program Director, taking into consideration qualifications, responsibilities, amount of protected time and funding, and proposed effective date.

Qualifications

Qualification of the Associate Program Director must include the following:

- Requisite expertise and documented educational and administrative experience acceptable to the Review Committee;
- Current certification in the specialty by the corresponding American Board of Medical Specialties, or specialty qualifications that are acceptable to the Review Committee; and,
- Current medical licensure in the State of Hawaii and appropriate medical staff appointment.

Responsibilities

The Program Director must define the responsibilities of the Associate Program Director to meet the needs of the program while maintaining overall authority, accountability and oversight for the operation of the program.

Areas of involvement by the Associate Program Director may include:

Education

- To assist the Program Director in overseeing and ensuring the quality of didactic and clinical education in all sites that participate in the program;
- To assist the Program Director in ensuring that the program does not place excessive reliance on residents for service as opposed to education; and,
- To assist the Program Director in ensuring the residents have the required experience with procedures, diagnostic and therapeutic methods.

Supervision

- To assist the Program Director in monitoring resident supervision at all participating sites;

Evaluation

- To assist the Program Director in developing, implementing and assessing the reliability and validity of evaluation methods.

Quality Improvement

- To assist the Program Director in ensuring that departmental clinical quality improvement programs are integrated into the residency program.

Duty Hours/Learning Environment

- To assist the Program Director in monitoring resident duty hours, according to Sponsoring Institutional policies, with a frequency sufficient to ensure compliance with ACGME requirements;
- To assist the Program Director in adjusting resident schedules as necessary to mitigate excessive service demands and/or fatigue;
- To assist the Program Director in monitoring the need for and ensure the provision of back up support systems when patient care responsibilities are unusually difficult or prolonged; and,
- To assist the Program Director in monitoring resident stress, including mental or emotional conditions inhibiting performance or learning, and drug or alcohol related dysfunction.

Faculty Development

- To continue medical education research and scholarly development that would lead to progressive professorial advancement and national recognition in an area of clinical education expertise.