

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Paul L. Foster School of Medicine
GRADUATE MEDICAL EDUCATION
Standard Policy and/or Procedure

TITLE: Dedicated Time for Program Directors

APPROVED: 4/24/2006

REVISED: 4/17/2009

EFFECTIVE DATE: 7/1/2009; 4/24/2006

PURPOSE: To set forth the minimum amount of dedicated time a Program Director shall have to perform those duties and responsibilities necessary to comply with the requirements set forth by the Accreditation Council for Graduate Medical Education (ACGME).

POLICY STATEMENT: The Texas Tech University Health Sciences Center Paul L. Foster School of Medicine shall have a policy which assures that all Program Directors have a minimum of two half days per week free from all clinical and other non-program director duties so that these two half days can be developed to performing those duties and responsibilities necessary to maintaining the continued accreditation of the residency program. *(NOTE: Each specialty's program requirements, as delineated by its Residency Review Committee (RRC) as well as the ACGME Common Program Requirements list specific duties that must be performed by the program director.)*

In those instances in which a program's RRC requires dedicated time for a program director in excess of the two half days per week, averaged on a monthly basis, or when such a requirement is promulgated by a program's RRC subsequent to the implementation of this policy, the RRC requirement will become the minimum amount of dedicated time for the Program Director for that program.

In those instances in which an RRC survey of a program, an internal review of a program, or an occurrence within the program indicate that the accreditation status of the program may be in jeopardy or there are one or more serious concerns about the quality of training provided residents in a program, the GMEC shall recommend to the Chair of a department and to the Dean that the dedicated time for a program director be increased to a level sufficient to address and correct those issues and/or citations which have been identified. In such a case, the GMEC shall recommend the level and period of time for which the increased dedicated time of a program director shall be maintained to not only correct the identified issues and/or citations but to also maintain the accreditation and educational quality of the program.

Dedicated time shall be provided without the Program Director being required to generate revenue to "buy" the time and such dedicated time may not be added to an already overloaded work schedule. For example, if 20 percent of a Program Director's time is allocated to performing those duties required by the ACGME and RRC to maintain the quality and accreditation of the program, the Program Director will then meet the requirement to be eligible for full compensation, including any available bonuses, by performing the remaining 80% of his/her time in other assigned duties. Likewise, if through the

provisions of this policy, a Program Director's dedicated time is increased, the new percentage of non-dedicated time shall become the basis upon which the salary and available bonus are calculated.

It is recognized that in maintaining the accreditation and quality of a training program, through compliance with RRC requirements, the standards set forth in the Statement of Institutional Commitment will be met.