

YALE-NEW HAVEN MEDICAL CENTER
(YNHMC)

POLICIES AND PROCEDURES

Subject: Program Director Appointment

Effective Date: January 2009

Distribution: All ACGME Accredited Programs

Revision Date: 12/8/2021

Introduction:

YNHMC recognizes that the ACGME has set standards for the position of Program Director, and requires approval of the Office of GME and the Designated Institutional Official (DIO). Each ACGME Program will have their specific standards outlined in their Program Requirements created by the ACGME Review Committee (RC). The following policy will define the parameters that are to be used in obtaining approval from the Office of GME for these appointments.

Policy:

1. All Program Director Appointments must be approved by the Graduate Medical Education Committee (GMEC).

Procedure:

1. Chairs or section chiefs will submit the name and the CV of the proposed new Program Director to the DIO.
2. DIO will be responsible for reviewing qualifications of candidate and requirements of the specific ACGME RC.
3. If appropriate, DIO will meet with the new Program Director and/or Department Chair/Section Chief.
4. Appointment will be presented to GMEC by Department Chair/Section Chief as appropriate.
5. If approved by the GMEC, notification will be submitted to appropriate RC and changes made on ACGME web-based accreditation information.