

UCLA Office of Graduate Medical Education
Protocol for Appointment of New Program Director by Department Chair

A letter of recommendation for a new program director must be submitted to the Designated Institutional Official (DIO) along with a copy of their Curriculum Vitae. This recommendation will then be sent to the Graduate Medical Education Committee (GMEC) for their approval. After approval from the GMEC, the Program Director is notified by the DIO that the change in Program Director information must now be submitted to the ACGME via the ADS.

Letters should include the following:

1. Prior to selecting a candidate, the Department Chair should review the current RRC requirements for appointment of a Program Director.
2. There must be a single Program Director with authority and accountability for the operation of the program.
2. Name, current position, qualifications and current board certification status of candidate. Qualifications should include requisite specialty expertise and documented educational and administrative experience acceptable to the Review Committee. Current medical licensure and applicable medical staff appointment should be noted.
3. Brief statement of rationale for appointment of the individual and indication of the intended duration of the appointment. NEW Proposed Revision of the ACGME Common Program Requirements, 9/ 21/06. *The Program Director must continue in his or her position for a length of time adequate to maintain the program's stability. The minimum term of the Program Director appointment should be the duration of the program plus one year.*
4. Clear statement of the expected duties of the Program Director including a statement of responsibilities for supervision of all program sites. NEW Proposed Revision of the ACGME Common Program Requirements, 9/21/06, *One sponsoring institution must assume ultimate responsibility for the program as described in the Institutional Requirement, and this responsibility extends to resident assignments at all participating sites.*
5. Clear statement of the support (time allotment and % of salary) that will be provided the Program Director. NEW Proposed Revision of the ACGME Common Program Requirements, 9/21/06 *The sponsoring institution and program must ensure that the Program Director has sufficient financial support and protected time for his or her educational and administrative responsibilities to the program.*
6. Clear statement of the candidates need to maintain board certification should be included in the letter.
7. Clear statement that the Program Director will be expected to comply with the program requirements of the ACGME and those of the specialty's RRC.

Approved by GMEC: 12/18/06