



SUBJECT Designated Institutional Official (DIO) Duties	POLICY NUMBER 100.007	PAGE 1 of 2
SOURCE Academic Affairs - Administrative	ORIGINATION OR LAST REVISION DATE 1/17/06	EFFECTIVE DATE 2/14/06

I. POLICY

It is the policy of SJHMC Academic Affairs that the Designated Institutional Official (DIO) has the authority and responsibility for the oversight and administration of the sponsoring institution's Accreditation Council for Graduate Medical Education (ACGME) accredited programs. The DIO is responsible for assuring compliance with ACGME Institutional Requirements. In the absence of the DIO, the hospital's Chief Medical Officer (CMO) is considered the designee and is responsible for the DIO duties as outlined below. If both the DIO and CMO will be unavailable, the DIO will appoint a designee from among the Program Directors and will inform the GME programs of this designation.

A. PROCEDURE

1. The DIO is appointed by the Hospital President.
2. The DIO is to establish and implement procedures to ensure that he/she, or a designee in the absence of the DIO, reviews and cosigns all program information forms and any correspondence or document submitted to the ACGME by the program directors that either addresses program citations or requests changes in the programs that would have significant impact, including financial, on the program or institution.
3. The DIO and/or the Chair of the Graduate Medical Education Committee (GMEC) shall present an annual report to the Organized Medical Staff(s) (OMS) and the governing body(s) of the major participating JCAHO-accredited hospitals in which the Graduate Medical Education (GME) programs of the Sponsoring Institution are conducted. This annual report will review the activities of the GMEC during the past year with attention to resident supervision, resident responsibilities, resident evaluation, and the Sponsoring Institution's participating hospitals' and programs' compliance with the duty-hour standards. The GMEC should receive concerns of the OMS related to the items listed above. The GMEC and the OMS should regularly communicate about the safety and quality of patient care provided by the residents.

Source: Academic Affairs	Subject: Designated Institutional Official	Page 1 of 2
--------------------------	--	-------------



4. The GMEC should receive concerns of the OMS related to the items listed above. The GMEC and the OMS should regularly communicate about the safety and quality of patient care provided by the residents.

REVIEWED AND IN COMPLIANCE WITH:	DATE
ACGME	1/17/06
CHW	1/17/06
JCAHO	1/17/06
RISK/LEGAL	1/17/06
HUMAN RESOURCES	1/17/06
REVISED	1/17/06
APPROVED BY	
POLICY/PROCEDURE COMMITTEE	1/17/06
GMEC COMMITTEE	2/14/06