Responsible Persons When DIO is Unavailable

Policy Number: GME - 014
Version: 01
Effective Date: August 12, 2010

Description:
This policy describes the process for assuming required accreditation functions when the DIO is unavailable.

Purpose:
To delineate the individuals responsible for GME in the absence of the DIO as is required by the ACGME.

Definitions:
ACGME: Accreditation Council for Graduate Medical Education
DIO: Designated Institutional Official for the ACGME; at UCSD this is the Associate Dean for Graduate Medical Education
GMEC: Graduate Medical Education Committee

POLICY:
A. The Associate Dean for GME & DIO is responsible for managing GME and required ACGME accreditation functions such as signing Program Information Forms and other official correspondence to the ACGME. To the extent possible, the DIO will be proactive and sign documents prior to the period of unavailability.

B. If the DIO is unavailable, the Vice Dean for Medical Education will be responsible for performing critical functions that cannot wait for the DIO’s return.

C. If the Vice Dean for Medical Education is unavailable, the Chair of the GMEC will then be responsible for performing critical functions.

D. If the DIO, Vice Dean for Medical Education, and Chair of the GMEC are all unavailable then the Vice Chair for the GMEC will become responsible.

E. Lastly, if all of the above are unavailable then the Associate Dean for Undergraduate Medical Education will become responsible.
F. It would be extraordinarily rare for all of the above named individuals to be unavailable simultaneously.

G. Current named individuals in the above roles:
   a. Vice Dean for Medical Education: Maria Savoia, MD
   b. Associate Dean for GME & DIO: Stephen R. Hayden, MD
   c. Chair, GMEC: Shawn Harrity, MD
   d. Vice Chair GMEC: Sherry Huang, MD
   e. Associate Dean for Undergraduate Medical Education: Jess Mandel, MD

Approval Dates:
GMEC Meeting August 11, 2010

Contact Information:
Office of Graduate Medical Education; http://meded.ucsd.edu/gme/