



# Memorial Hospital at Gulfport IM Residency

## Internal Medicine Residency Roles and Responsibilities of Program Leadership

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## Accountability

The program director will establish a leadership team to assist in the accomplishment of program goals. Residency programs can be highly complex. In a complex organization, the leader typically can delegate authority to others yet remains accountable. The leadership team may include physician and non-physician personnel with varying levels of education, training, and experience.

### Accountability Agencies

- American college of Graduate Medical Education
- American Board of Internal Medicine
- Memorial Hospital at Gulfport

## Roles and Responsibilities

### Program Director

- Be a role model of professionalism

- Design and conduct the program in a fashion consistent with the needs of the community, the mission(s) of the Sponsoring Institution, and the mission(s) of the program
- Administer and maintain a learning environment conducive to educating the residents in each of the ACGME Competency domains
- Develop and oversee a process to evaluate candidates prior to approval as program faculty members for participation in the residency program education and at least annually thereafter
- Provide a learning and working environment in which residents can raise concerns and provide feedback in a confidential manner as appropriate, without fear of intimidation or retaliation
- Ensure the program's compliance with the Sponsoring Institution's policies and procedures related to grievances and due process
- Ensure the program's compliance with the Sponsoring Institution's policies and procedures for due process when action is taken to suspend or dismiss, not to promote, or not to renew the appointment of a resident
- Ensure the program's compliance with the Sponsoring Institution's policies and procedures on employment and non-discrimination
- Have the authority to approve program faculty members for participation in the residency program education at all sites
- Have the authority to remove program faculty members from participation in the residency program education at all sites
- Have the authority to remove residents from supervising interactions and/or learning environments that do not meet the standards of the program

### **Associated Program Director(s)**

- Associate program directors assist the program director in the administrative and clinical oversight of the educational program
- Report directly to the program director
- Participate in academic societies and in educational programs designed to enhance their educational and administrative skills
- Take an active role in curriculum development, resident teaching and evaluation, continuous program improvement, and faculty development

### **Core Faculty**

- Membership on the Clinical Competency Committee
- Participation in the annual program review as Chair or member of the Program Evaluation Committee
- Implementation and analysis of the outcome of action plans developed by the Program Evaluation Committee
- Significant participation in recruitment and selection, including efforts related to the program's commitment to diversity
- Advising, mentoring, and coaching residents (co-creating, implementing, and monitoring individualized learning plans)
- Designing and overseeing remediation plans
- Supporting/overseeing residents in the development/assessment of quality improvement/patient safety projects

- Supporting/overseeing residents in the conduct of their scholarly work, including the dissemination of such work through presentations, posters/abstracts, and peer-reviewed publications
- Significant participation in educational activities (didactics, lab, or simulation)
- Overseeing faculty development for the program's faculty members
- Designing and implementing simulation and/or standardized patients for teaching and assessment
- Developing, implementing, and assessing one or more of the major components of the curriculum, such as patient safety, quality, health disparities, or core didactics
- Designing and implementing the program's assessment strategies, making certain there are robust methods used to assess each competency, and ensuring they provide meaningful information by which the Clinical Competency Committee can judge resident performance on the Milestones
- Leading the program's efforts related to resident and faculty member well-being

## **Faculty**

- Be role models of professionalism
- Demonstrate commitment to the delivery of safe, quality, cost-effective, patient-centered care
- Demonstrate a strong interest in the education of residents
- Devote enough time to the educational program to fulfill their supervisory and teaching responsibilities
- Administer and maintain an educational environment conducive to educating residents
- Regularly participate in organized clinical discussions, rounds, journal clubs, and conferences
- Pursue faculty development designed to enhance their skills