1.  PURPOSE

The purpose of this policy is to define coverage for the Designated Institutional Official (DIO) and Associate Dean for Graduate medical Education during emergency and planned absences.

2.  POLICY

In accordance with the ACGME Institutional Requirements, the responsibilities of the Designated Institutional Official (hereafter referred to as the DIO) can be covered by a designee. This policy exists to provide coverage at all times that a designee may be needed.

3.  SCOPE

This policy applies to all Indiana University School of Medicine (IUSM) GME resident and fellow physicians.

4.  DEFINITIONS

4.1  ACGME is the Accreditation Council for Graduate Medical Education.

5.  PROCEDURE

5.1  During absences of the DIO, all operational issues, including attention to documents that require the signature of the DIO, and all administrative issues that require leadership from the Office of Graduate Medical Education, will be delegated to the Director (or Associate Director) of the Office of Graduate Medical Education.

5.2  For issues of a sensitive nature, including disciplinary matters and clinical quality lapses involving GME residents, fellows, program directors, program coordinators, or program faculty, and for those matters impacting accreditation, the Director of the Office of Graduate Medical Education contacts the DIO and can also consult with the Executive Associate Dean for Educational Affairs and University legal counsel, as needed.
5.3 During rare international travel or other remote travel by the DIO, an Acting DIO will be designated by the Associate Dean for GME in consultation with the Executive Associate Dean for Educational Affairs.

5.4 During emergency absence of the DIO, the Director, together with the Executive Associate Dean for Educational Affairs will serve in the capacity of DIO as outlined above, until such time when an acting DIO can be appointed by the Executive Associate Dean for Educational Affairs in consultation with the Dean of the School of Medicine and the Graduate Medical Education Committee.

6. IMPLEMENTATION

The Designated Institutional Official (DIO) for Graduate Medical Education is responsible for implementation of this policy.

7. OVERSIGHT

Policy authority for this document resides with the Graduate Medical Education Committee. The DIO and the Graduate Medical Education Committee are responsible for oversight. This policy will be reviewed every three years or more often if deemed necessary.

8. REFERENCES

N/A