

SUBJECT	NUMBER
DIO DESIGNEE	GME-30 Attachments <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
KEY WORDS	EFFECTIVE DATE
Designee, Designated, DIO, Official	February 19, 2016
CATEGORY	LAST REVIEW DATE
Business Practices (BP)	January 2021
MANUAL	NEXT REVIEW DATE
Graduate Medical Education	January 2024
ISSUED BY	ORIGINATION DATE
Graduate Medical Education	July 21, 2009
APPLICABLE	RETIRED DATE
Applies to all HealthPartners Institute-sponsored post-graduate medical/dental trainees. The term “trainee” applies to residents and fellows.	Not Applicable
REVIEW RESPONSIBILITY	CONTACT
Graduate Medical Education Committee (GMEC)	Graduate Medical Education

PURPOSE

To establish a policy for all HealthPartners Institute-sponsored post-graduate training programs for business continuity and to ensure accreditation compliance.

SCOPE

This policy applies to all HealthPartners Institute-sponsored post-graduate medical/dental training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), the Council on Podiatric Medical Education (CPME) and the Commission on Dental Accreditation (CODA).

DEFINITION

Designated Institutional Official (DIO) — Refers to the Executive Director, Health Professional Education, of the Institute.

POLICY

All programs are accountable to the DIO. In the absence of the DIO, the GME Accreditation and Clinical Learning Environment Consultant shall serve as the DIO designee. In the absence of the DIO and the GME Accreditation and Clinical Learning Environment Consultant, the DIO designee shall be appointed by the President of the Institute.

DUTIES OF THE DESIGNATED INSTITUTIONAL OFFICIAL

The duties of the DIO are set forth in Attachment A to this policy.

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Attachment

GME–30 Attachment A Duties of the Designated Institutional Official

The DIO shall perform the following duties:

1. Oversee all ACGME, CODA and CPME accredited programs in collaboration with the Graduate Medical Education Committee (GMEC).
2. Ensure that all GME programs sponsored by the Institute are in compliance with all applicable accreditation and regulatory standards.
3. Provide leadership for the GMEC.
4. Collaborate with program directors, site directors, managers, and coordinators to identify opportunities for improvement in graduate medical education.
5. Understand GME financial mechanisms as they relate to all Institute-sponsored programs and all HealthPartners training sites.
6. Conduct comprehensive feasibility studies for evaluation of new and existing programs.
7. Remain abreast of changes in accreditation requirements and lead implementation of the same for the Institute.
8. Develop and maintain relationships with the ACGME, CODA and CPME.
9. Partner with HealthPartners training site leadership to ensure the quality of the learning environment for all trainees and educators.

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