Emergency Plan for the Designated Institutional Official (DIO) and Senior Associate Dean for Graduate Medical Education

IUSM-GME-PO-0008

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

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

Policy Statement
In accordance with the ACGME Institutional Requirements, the responsibilities of the DIO can be covered by a designee. This policy exists to provide coverage at all times that a designee may be needed.
Procedures

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 GME Office, will be delegated to the Director (or Associate or Assistant Director) of the GME Office.

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 GME Office contacts the DIO and can also consult with the Executive Associate Dean for Educational Affairs and University legal counsel, as needed.

During rare international travel or other remote travel by the DIO, an Acting DIO will be designated by the Senior Associate Dean for GME in consultation with the Executive Associate Dean for Educational Affairs.

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.

Definitions

ACGME is the Accreditation Council for Graduate Medical Education.

Implementation

The Designated Institutional Official (DIO) for GME is responsible for implementation of this policy.

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.

History

1. Policy IUSM-GME-PO-0008 approved by GMEC and published on 12 December 2012.
2. Policy reviewed, updated, and approved by GMEC on 14 September 2016.