

**Specialty-specific References for DIOs:
Program Director / Coordinator / Administrative Support
June 2011**

Specialty	Specialty-specific Program Requirements Specifying		
	Program Director Support	Coordinator Support	Administrative Support
Colon and Rectal Surgery	<p>I.A.1. - The sponsoring institution must provide at least 10% time protected to the program director for administrative, non-teaching duties related to the program.</p> <p>I.A.2. - Salary support for the program director's administrative time must be provided by the sponsoring institution, foundation or practice, depending on the institutional setting.</p> <p>I.A.3. - The program director must not be required to generate clinical or other income to provide this administrative support.</p>		
Diagnostic Radiology	<p>II.A.1.b) - The program director must be provided the equivalent of at least one day a week protected time in order to fulfill the responsibilities inherent in meeting the educational goals of the program.</p>	<p>II.C.1. - Programs must have a dedicated radiology residency program coordinator. This person must have sufficient time to fulfill the responsibilities essential in meeting the educational goals and administrative requirements of the program.</p>	
Internal Medicine	<p>I.A.2.d) - [The sponsoring institution and participating sites must:] provide at least 50% salary support for the program director;</p> <p>II.A.4.q) - [The program director must:] dedicate no</p>		<p>I.A.2.h) - [The sponsoring institution and participating sites must:] provide support for program administrator(s) and other support personnel</p>

Specialty	Specialty-specific Program Requirements Specifying		
	Program Director Support	Coordinator Support	Administrative Support
Internal Medicine (Cont'd)	<p>less than 50% (at least 20 hours per week) of his or her professional effort to the administrative and educational activities of the internal medicine educational program and receive institutional support for this time;</p> <p><i>Associate Program Director:</i></p> <p>I.A.2.f) - [The sponsoring institution and participating sites must:] provide 20 hours per week salary support for each associate program director required to meet these program requirements;</p> <p>II.C.1.b) (1) - [Responsibilities for associate program directors are as follows:] must dedicate an average of at least 20 hours per week to the administrative and educational aspects of the educational program, as delegated by the program director, and receive institutional support for this time;</p>		required for operation of the program;
Internal Medicine Subspecialties	<p>I.A.1.d) - [The sponsoring institution must] ensure that adequate salary support is provided to the program director for the administrative activities of the internal medicine subspecialty program. The program director must not be required to generate clinical or other income to provide this administrative support. It is suggested that this support be 25-50% of the program director's salary, depending on the size of the program; and,</p>		II.D.5.a) - Administrative support must include adequate secretarial and administrative staff and technology to support the program director.

Specialty	Specialty-specific Program Requirements Specifying		
	Program Director Support	Coordinator Support	Administrative Support
Neurological Surgery	I.A.1. - The institution must demonstrate commitment to the program in terms of financial and academic support, including timely appointment of a permanent department or division chairperson of neurological surgery		
Neurology	I.A.1. - At a minimum the sponsoring institution must provide time and funding to support at least 20% FTE and should provide an additional 1% per trainee.	I.A.2. - The sponsoring institution must provide adequate time and funding for a program coordinator who will assist the program director in the administration of the program.	
Nuclear Medicine	I.A.1. - The program director must be provided with no less than the equivalent of one half day per week of protected time in order to fulfill the responsibilities inherent to carrying out the administrative activities and meeting the educational goals of the program.		
Obstetrics and Gynecology	I.A.1. - The program director must have a minimum of 20 hours per week of administrative time (non-clinical), and must receive full financial support from the institution for this time. Administrative time should be sufficient to support the number of residents, the number of training sites, and other local factors.	II.C.1. - At a minimum, a full-time program coordinator is required for all programs, and must receive full financial support from the institution.	III.B.1. - The provision of adequate supervision, education, individual evaluation, and administrative support is critical.
Pediatric	II.A.1.a) - Given the differences in training programs, there may be flexibility in defining program leadership, with a suggested minimum of 0.75 full time equivalent (FTE) dedicated to this aspect of the residency program. In order to provide this level of leadership, the program director should devote at least 0.5 FTE of his/her professional effort to this activity. In a residency		II.C.2. - Each residency should have a minimum of one FTE designated for administrative support. For programs of 31-60 residents, this support should be 1.5 FTE; for programs of 61-90 residents, two FTEs; and for

Specialty	Specialty-specific Program Requirements Specifying		
	Program Director Support	Coordinator Support	Administrative Support
Pediatric (<i>Cont'd</i>)	program of fewer than 31 residents (each resident in a combined program considered as 1.0 FTE), there should be a total of 0.75 physician faculty FTEs dedicated to the operation of the program. In a program of 31-60 residents, this should be 1.0 faculty FTEs. For programs with 61-90 residents, support should be 1.25 faculty FTEs, and for those with over 90 residents, 1.5 FTEs. If the program director is unable to fulfill commitments beyond 0.5 FTE, additional time should be provided by key faculty members designated as associate program directors. Associate program director time should be provided in increments of no less than 0.25 FTE. This level of program leadership should be supported financially by the sponsoring and/or participating sites.		programs of more than 90 residents, three FTEs. These positions should be financially supported by the sponsoring and/or participating sites.
PM&R – Pediatric Rehabilitation Medicine	I.A.2. - The program director must not be required to generate clinical or other income to provide this support. The support should be a minimum of 10 percent of the program director's annual salary depending on the size of the program.		
Psychiatry	II.A.4.t) - The program director must dedicate no less than 50% (at least 20 hours per week) of his or her professional effort to the psychiatry educational program and receive institutional support for this time. This effort must be devoted to administrative and educational activities of the psychiatry educational program.	II.C.2 - There must be a residency coordinator who has adequate time, based on program size and complexity, to support the residency program.	

Specialty	Specialty-specific Program Requirements Specifying		
	Program Director Support	Coordinator Support	Administrative Support
Psychiatry - Child and Adolescent		II.C.2 - There must be a residency coordinator who has adequate time, based on program size and complexity, to support the residency program.	
Psychiatry - Geriatric			III.D.4. - <u>Ancillary Support Services</u> : At all participating facilities, there must be sufficient administrative support to ensure adequate teaching facilities, appropriate office space, support personnel, and teaching resources.
Neuroradiology			III.C. - Administrative support should be provided for the conduct of research projects. Assistance with literature searches, editing, statistical tabulation, and photography should be provided.
General Surgery	I.A.2. - The program director must be provided with a minimum of 30% protected time, which may take the form of direct or indirect salary support, such as release from clinical activities provided by the institution.	II.D.3 - There must be a full-time surgery program coordinator designated specifically for surgical education. Programs with more than 20 categorical residents should be provided with additional administrative personnel.	

Specialty	Specialty-specific Program Requirements Specifying		
	Program Director Support	Coordinator Support	Administrative Support
Thoracic Surgery	I.A.1.b) - [The sponsoring institution must:] provide at least 25% salary support for the program director; and,	II.C.1. - The sponsoring institution must provide support for a coordinator who is designated to the thoracic surgery program.	
Internal Medicine-Pediatrics	IV.A. - The sponsoring institution must ensure that adequate salary support is provided to the Program Director for the administrative activities of the combined training program. The Program Director must not be required to generate clinical or other income to provide this administrative support. It is suggested that this support be 25-50% of the Program Director's salary, depending on the size of the program.		

H:\Accreditation Standards Team\PRs\Specialty Specific References for DIOs\DIO_PD_Coordinator_Administrative_Support.doc

AS_ADM_06112011