

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

gme-adm-0008

About This Policy

Effective Dates:

09-04-2016

Last Updated:

10-16-2024

Responsible University Administrator:

Senior Associate Dean for GME

Policy Contact:

GME Assistant Director Emilie Leveque

eleveque@iu.edu

Scope

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

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.

Reason For Policy

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

Procedure

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 Associate DIO or the 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 Associate DIO or Director of the GME Office contacts the DIO and can also consult with the Executive Associate Dean for Educational Affairs & Institutional Improvement and University legal counsel, as needed.

During emergency absence of the DIO, the Associate DIO and Director, together with the Executive Associate Dean for Educational Affairs & Institutional Improvement, 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 and Institutional Improvement 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 gme-adm-0008 approved by GMEC and published on 12 December 2012.
2. Policy reviewed, updated, and approved by GMEC on 14 September 2016.
3. Policy updated for formatting 28 February 2018.
4. Policy updated for formatting 27 June 2018.
5. Policy updated 20 November 2019.
6. Policy was approved by the GMEC 04 December 2019.
7. Policy updated 09 October 2024.
8. Policy approved by GMEC 16 October 2024.