

Policy Number: GME-115
Category: IR
Reviewed: April 2017

TITLE: Program Policies

POLICY: The ACGME requires programs to have policies and procedures consistent with Program / Common and Institutional Requirements. Each program will develop a policy and procedure manual that will be reviewed by the internal review process.

DESCRIPTON: Each program will develop specific policies that cover at a minimum the following:

(IR) = Institutional Policy – Each program must be aware of the policy.

(PR) = Program Requirement – Requires each program to have a policy, statement, criteria, develop a mechanism, etc.

(**) = Policy must be included in the Program's Resident Policy and Procedure Manual unless not applicable to your program.

POLICY NAME:

GMEC Review of Institutional Policies (IR)

Approval for Starting New Graduate Medical Education Programs (IR)

Communication with Program Directors (IR)

Communication with Medical Staff (IR)

Correspondence between Programs and ACGME (IR)

Counseling and Support Services (IR) (**)

Critical Care Training Programs (IR)

Duty Hours & Exception Policy (IR) (PR) (**)

(Each program must have written policies and procedures consistent with the Institution and Program Requirements for resident duty hours and the working environment.)

Ebola Patients and Housestaff Policy (IR) (PR) (**)

Eligibility and Selection of Residents (IR) (**)

Evaluations – Residents, Faculty and Program (IR) (PR) (**)

(Each program is responsible for developing its own monitoring tools for the evaluation of each resident's progress and the program.)

GMEC ADA Policy (IR) (**)

GMEC Internal Review Committee (IR)

Graduate Medical Education Administration (IR)

Health Requirements (IR) (**)

Institutional Sponsorship (IR)

Internal Review Protocol and Attachment A (IR)

Impaired Physician (IR) (**)

Management of Institutional Accreditation (IR)

Medical Licensure/Registration (IR) (**)

Notification to Applicants Invited to Interview (IR) (PR)

(All programs will include this document or reference its web site when offering an interview to a resident.)

NRMP Policy (IR)

Outside Employment – Moonlighting (IR) (PR) (**)

(Each program must have a policy regarding outside and extracurricular employment which meets RRC requirements and University of Florida College of Medicine policy.)

Procedure for Grievance, Suspension, Nonrenewal or Dismissal (IR) (**)

Promotion of Residents (IR) (PR) (**)
(Each program must develop criteria by which residents will advance in the program.)

Pain Medicine Training Program – Educational Resources (IR)

Quality Assurance (IR) (PR) (**)
(Each program must demonstrate a commitment to quality improvement and be able to demonstrate resident participation during periodic Internal Reviews.)

Request for New FTE/Changes in Resident Complement (IR)

Request Not to Participate in Care (IR) (**)

Residency Closure and Reduction (IR) (**)

Residency Program Disaster Policy (IR) (**)

Resident Transferring into Program (IR)

Resident Benefits (IR) (**)

Resident Contract (IR) (**)

Resident Curriculum (IR) (PR) (**)
(Each program is responsible for the content of resident curriculum and that curriculum will be reviewed at each internal review.)

Resident Responsibility (IR) (PR) (**)
(Residents at each individual year level will have a description of what their responsibilities are and what level of supervision will be provided. Each program is responsible for developing a description specific to their particular discipline.)

Restrictive Covenants (IR)

Sexual Harassment (IR) (**)

Supervision of Residents (IR) (PR) (**)

(Residents must be appropriately supervised at all times and in all settings in which graduate medical education occurs. Each program will develop mechanisms for supervision of residents that are appropriate to the specialty, Residency Review Committee (RRC) requirements, and consistent with appropriate educational development.)

Technical Standards – Guidelines (IR) (PR) (**)

(Each program is responsible for the development of technical standards necessary to complete their graduate medical education program.)

Vendor Interactions (IR) (**)

Work Environment (IR) (**)

APPROVED:

Graduate Medical Education Committee