



# Responsibilities of the Designated Institutional Official (DIO)

Effective Date: February 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: February 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

The ACGME requires that institutions sponsoring GME programs be led by a Designated Institutional Official (DIO), who, in collaboration with a Graduate Medical Education Committee (GMEC), must have authority and responsibility for the oversight and administration of the Sponsoring Institution's GME programs, as well as responsibility for assuring compliance with ACGME Requirements (Institutional, Common, and specialty/subspecialty-specific Program Requirements).

Responsibilities of the DIO include all of the following:

### Participation in the Institutional governance of GME programs

- Maintain current knowledge of and compliance with TIGMER GME Policies
- Maintain current knowledge of and compliance with ACGME Institutional and Program Requirements - [www.acgme.org](http://www.acgme.org))
- Participate as a voting member in GMEC
- Cooperate promptly with requests by the various regulatory bodies for information, documentation, etc.
- Maintain accurate and complete institutional GME files in compliance with ACGME and with institutional records retention policies
- Lead institutional involvement with NRMP and other Matches, ERAS, Texas Medical Board, the Texas Osteopathic Medical Association, and other entities
- Ensure sufficient financial support and protected time to effectively carry out educational, administrative, and leadership responsibilities, both by the DIO and the GME Office
- Engage in professional development applicable to responsibilities as an educator

### Educational Aspects of the Sponsoring Institution

- Ensure that programs provide an educational curriculum as defined in the ACGME Program Requirements for the specialty
- Assist programs' appropriate use of milestones to assess residents' competence in areas as defined in the ACGME Program Requirements for the specialty
- Participate in professional development programs for program directors and teaching faculty

**ACGME accreditation matters**

- Maintain current knowledge of and compliance with the ACGME Requirements at all levels
  - Oversee and certify annual update of ACGME's Accreditation Data System (ADS) Prepare accurate and complete institutional documentation for self-study site visits
  - The DIO must serve as a voting member of the GMEC.
  - The DIO and the GMEC must monitor the responses by the programs to actions recommended by the GMEC The DIO will ensure that s/he, or a designee in the absence of the DIO, reviews and cosigns all program information forms and any documents or correspondence submitted to the ACGME by program directors
  - The DIO and/or the Chair of the GMEC is required to present an annual report to the Organized Medical Staff(s) (OMS) and the governing body(s) of the Sponsoring Institution, and to other bodies as directed by ACGME.
  - Maintain effective communication with appropriate personnel of other institutions participating in the residency training
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**REASON FOR POLICY**

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**PROCEDURES**

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**FORMS/INSTRUCTIONS**

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**RESPONSIBILITIES**

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**FAQ**

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**ADDITIONAL CONTACTS**

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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**DEFINITIONS**

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**RELATED INFORMATION**

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**HISTORY**