

GMEC Approval Form

Program Director Change Request

Name of Program: *Click here to enter text.*

Current Program Director: *Click here to enter text.*

Reason for Change: *Click here to enter text.*

Name of Proposed Program Director: *Click here to enter text.*

Proposed Start Date: *Click here to enter text.*

Does above faculty member meet all ACGME requirements to be Program Director: *Click here to enter text.*

Signatures at the bottom of the form by all parties acknowledge and agree to the following:

- The COM requires protected administrative time for the Program Director of any ACGME program to be at least 10% although some RRC's require a higher level of protected administrative time. Protected administrative time does not include clinical activities or resident supervision in the hospitals.
- All new Program Directors must attend the annual ACGME Educational Conference in the March following their approval by this committee at GME expense.
- All Program Directors must attend the annual ACGME Educational Conference at GME expense the year before every scheduled site visit.
- All Program Directors must attend the annual GME Retreat (generally mid-September)

The following documents must be attached:

- Program Director CV

Chair

Division Chief (if applicable)

Proposed Program Director