

## **GME Program Director Protected Time Policy**

### **Purpose**

To demonstrate protected non-clinical time for Program Directors for administration of ACGME-accredited programs and to demonstrate ready access to program leadership by trainees and GME stakeholders as required by the ACGME (Common Program Requirements II.A.2.) This policy applies to time purchased with UT GME dollars.

### **Policy**

At a minimum, the Program Director must be provided with the salary support required to devote 20 percent FTE of non-clinical time to the administration of the program. The Review Committee may further specify the level of support as greater than 20 percent (%). In addition, the Review Committee may further specify regarding support for Associate Program Director(s). Twenty percent (%) FTE is defined as one day per week or equivalent period of time. "Administrative time" is defined as non-clinical time spent meeting the responsibilities of the Program Director (Common Program Requirements II.A.4.-II.A.4.a).

As far as ACGME accreditation provides assurance that a Sponsoring Institution or program meets the quality standards (Institutional and Program Requirements) of the specialty or subspecialty practice(s) for which it prepares its graduates, the UTHSC COM ACGME approved programs must adhere to the ACGME requirements to maintain its accreditation. ACGME requires protected administrative time for Program Directors involved in ACGME approved training programs. Protected time does not include evenings, weekends, or holidays, but refers to the usual time available during business hours of the work week. Program Directors need to be available in the program's academic office during the regular business hours of the University in a predictable and scheduled fashion to manage program administrative issues, to include meeting with coordinators, college leadership, hospital partners, and trainees. Once protected time is purchased with GME dollars, other duties occurring during the work week need to be similarly reduced. To minimize patient care disruptions, it is expected that 60-days' notice will be provided when a change occurs that will reduce clinical time.

### **Procedure**

GME supervision dollars are held by the GME Office and distributed at the discretion of the Chair based on which faculty are providing oversight of the trainees in the program at the respective locations. The first distribution must be used to secure any ACGME mandated protected time for the Program Director, Associate Program Director(s), or Core Faculty. These individuals must reduce either other administrative duties, clinical RVUs or shifts to account for the protected time (1/2 day per week for every 10% increment purchased with UTHSC COM GME funds). The protected time can be averaged over the course of two weeks to account for on service clinical time. For example, if 20% protected time is required, then two (2) half days per week would be in the office during usual business hours. There are some faculty that may do one (1) week on and one (1) week off so the

expectation would be no time available in week one (1) and week two (2) would have four (4) half days in the office. The information pertaining to the specifics of the in-office protected time of Program Directors in a particular training program will be reported to the GME Office in the annual program director report card. Changes that occur during the academic year must be reported to the Associate Dean for GME. GME protected time for required individuals will be confirmed during the GME internal review process: trainees and department Chairs may be asked about specifics concerning the in-office protected time for the Program Director. Any exception to this policy requires a discussion prior to its occurrence; this should occur between the Chair and the Associate Dean for GME and will be documented in the GME Office.