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Graduate Medical Education Policy

Approved by the GMEC (Graduate Medical Education Committee) on August 26, 2025

Effective Date: July 1, 2023

Review Date: August 26, 2025

Next Review Date: August 2030

Policy Title: Program Director and Program Coordinator Protected Time Policy

Policy Type: Sponsoring Institution/Sponsored Program Policy

Purpose: To demonstrate protected non-clinical time for Program Directors for administration of Sponsored Programs and to demonstrate ready access to program leadership by trainees and GME (Graduate Medical Education) stakeholders as required by the ACGME (Accreditation Council for Graduate Medical Education). All Sponsored Programs must adhere to the FTE (Full Time Equivalent) allocations for administration of the sponsored program as stated by ACGME for both Program Directors and their leadership team as well as program coordinators.

For Program Leadership: https://www.acgme.org/globalassets/pdfs/specialty-specific-requirement-topics/dio-dedicated_time_program_leadership_2024.pdf

For Program Coordinators: https://www.acgme.org/globalassets/pdfs/specialty-specific-requirement-topics/dio-dedicated_time_coordinator_2024.pdf

If for some reason this document does not stay updated with the accurate links, the published administrative time by the respective RRC's will be the final determination of administrative time.

Administrative time is defined as non-clinical time spent meeting the responsibilities of the respective positions. For Program Directors this could include time spent during didactics, quality improvement projects, scholarly activity development or other non-clinical activities that are conducted to enhance the Trainee education experience.

Administrative time for program coordination is time spent performing responsibilities for daily operational management of the training program. This may include working with the Sponsoring Institution GME office, working directly with the program director or working with the residents. This should not be spent performing tasks that are considered not to be a part of the program (HR for practice offices or hospitals, patient care services, etc.).

ACGME approved sponsored programs must adhere to the ACGME requirements to maintain its accreditation. ACGME requires protected administrative time for the above positions 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. If there are discrepancies between Sponsored Program and Sponsoring Institution policies, in general the stricter of the two policies will apply; however, the Sponsoring Institution and the Sponsored Programs will work collaboratively to come to consensus in areas of debate.

Resources

ACGME Sponsoring Institution Requirements

2.2. Program Administration The Sponsoring Institution, in partnership with each of its ACGME-accredited programs, must ensure the availability of adequate resources for resident/fellow education, including:

2.2.a. support and dedicated time for the program director(s) to effectively carry out educational, administrative, and leadership responsibilities, as described in the Institutional, Common, and specialty-/subspecialty-specific Program Requirements; (Core)

2.2.b. support for core faculty members to ensure both effective supervision and quality resident/fellow education; (Core)

2.2.c. support for professional development applicable to program directors' and core faculty members' responsibilities as educational leaders; (Core)

2.2.d. support and time for the program coordinator(s) to effectively carry out responsibilities; and, (Core)

ACGME Common Program Requirements

4.13.a. The program, in partnership with its Sponsoring Institution, must allocate adequate resources to facilitate resident and faculty involvement in scholarly activities. (Core)