STATEMENT AND SCOPE OF POLICY:
UT Southwestern has a fiduciary interest in ensuring that each of its Graduate Medical Education (GME) programs is of high quality and appropriately resourced. This policy applies to all GME programs at UT Southwestern, regardless of accreditation status. In addition to the requirements of this policy, each program is expected to adhere to all relevant UT Southwestern GME policies, any applicable accreditation standards, and/or other regulatory requirements.

POLICY:
If accreditation is available from the Accreditation Council for Graduate Medical Education (ACGME), programs must obtain such accreditation unless the Graduate Medical Education Committee (GMEC) approves an exception. In the event that ACGME accreditation is withheld or withdrawn, the existing non-accredited program will be closed.

Any program not accredited by the ACGME must obtain program approval from the Texas Medical Board (TMB). UT Southwestern encourages recognition of its programs by member boards of the American Board of Medical Specialties and/or by medical specialty societies, but such recognition does not eliminate the requirement for TMB approval.

Resources
Each GME program at UT Southwestern must have:
1. A single Program Director with authority and accountability for the operation of the program. The Program Director must dedicate sufficient professional effort to the administrative and educational activities of the educational program and must receive institutional support for this time. Departmental Vice-Chairs of Education or Program Directors of core residency programs (as appropriate) must provide supervisory oversight for each subspecialty GME program within their department;
2. A single Program Coordinator that is responsible for the day-to-day administration of the program and assists the Program Director in developing and maintaining the educational quality of the training program as well as ensuring compliance with applicable accreditation standards and other regulatory requirements. Additional professional, technical, and clerical personnel may be required for the effective administration of the program;
3. A sufficient number of faculty at each participating site to instruct and supervise all residents at that location. All program faculty must have sufficient and documented qualifications, devote sufficient time to the educational program to fulfill their supervisory and teaching responsibilities, and administer and maintain an educational environment conducive to educating residents in each of the ACGME competency areas;
4. Adequate educational and clinical resources for resident education in the specialty/subspecialty including, but not limited to, availability and diversity of patient population, library/information facilities, on-call rooms, laboratories, offices, computers, etc.;
5. Approved funding sufficient to adequately provide for the program’s needs and the education of its residents. Funding support must be documented and reviewed annually (or in accordance with the appropriate budget cycle); and
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6. A mission statement and a separate statement of program aims. A process by which the program is able to evaluate its effectiveness in achieving its mission and aims must also be defined.

Resident Recruitment
Each GME program at UT Southwestern must have:
1. An approved complement of residents that the program will not exceed without appropriate approvals. The presence of other learners (including, but not limited to, residents from other specialties, subspecialty fellows, PhD students, and nurse practitioners) in the program must not interfere with the appointed residents’ education;
2. Specified eligibility requirements;
3. An application form completed by every program applicant. Where available, programs should participate in an organized matching program, such as the National Resident Matching Program (NRMP), San Francisco Match, or Urology Match.
4. A selection process whereby the program selects from among eligible applicants based on their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs will not discriminate with regard to gender, race, age, religion, color, sexual orientation, gender identity, national origin, disability, or veteran status.

Curriculum
Each GME program at UT Southwestern must have an established curriculum for the duration of the approved training cycle that contains:
1. Overall educational goals for the program, which the program must make available to residents and faculty;
2. Competency-based goals and objectives for each assignment at each educational level, which the program must distribute to residents and faculty at least annually, in either written or electronic form;
3. Regularly scheduled didactic sessions;
4. Delineation of resident responsibilities for patient care, progressive responsibility for patient management, and supervision of residents over the continuum of the program;
5. Specified scholarly activity requirements, if any; and
6. A completed block rotation diagram for the typical resident’s schedule per year of training.

Evaluation
Each GME program at UT Southwestern must develop and utilize a comprehensive evaluation system that ensures the following:
1. The faculty must evaluate resident performance in a timely manner during each rotation or similar educational assignment, and document this evaluation at completion of the assignment. At a minimum, each resident must be evaluated quarterly. The evaluations of resident performance must be accessible for review by the resident, in accordance with institutional policy. The program’s Clinical Competency Committee must review all trainee evaluations at least semi-annually and advise the program director regarding each trainee’s progress;
2. The program director must provide a summative evaluation for each resident upon completion of the program. This evaluation must become part of the resident’s permanent record maintained by the institution, verify that the resident has demonstrated sufficient competence to enter practice without direct supervision, and must be accessible for review by the resident in accordance with institutional policy;
3. The program, through its Program Evaluation Committee, must document formal, systematic evaluation of the curriculum at least annually, and is responsible for rendering a documented, annual program evaluation.

Clinical Learning Environment
The clinical learning environment(s) utilized by each GME program at UT Southwestern must:
1. Provide a professional, respectful, and civil environment that promotes a culture of safety and personal responsibility, demonstrates a commitment to the well-being of faculty, residents, and staff, and is free from mistreatment, abuse, or coercion of students, residents, faculty, and staff.
2. Enhance the meaning that each resident finds in the experience of being a physician, including protecting time with patients, minimizing non-physician obligations, providing administrative support, promoting progressive autonomy and flexibility, and enhancing professional relationships.