



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Medicine

Policy and Procedure

DEDICATED TIME FOR PROGRAM DIRECTORS

PURPOSE: The purpose of this Texas Tech University Health Sciences Center School of Medicine (TTUHSC SOM) Graduate Medical Education (GME) Policy and Procedure is to establish a policy setting forth the minimum amount of dedicated time a Resident Program Director shall have to perform those duties necessary to comply with ACGME accreditation requirements.

REVIEW: This SOM Policy and Procedure will be reviewed on [September 1](#) of each even-numbered year by the Lubbock GME Office, with recommendations for revision forwarded to the GME Coordinating Council by [September 30](#).

POLICY/PROCEDURE:

1. TTUHSC shall have a policy which assures that all Resident Program Directors have a minimum of two half days per week free from all clinical and other non-Program Director duties so that these two half days can be devoted to performing those duties necessary to maintain the accreditation of the residency program. Note: Each RRC's Program Requirements as well as the ACGME Common Program Requirements list specific Program Director duties that must be performed.
2. In those instances where a program's RRC requires dedicated time for a program in excess of the two half days per week, averaged on a monthly basis, or when such requirement is promulgated by the RRC subsequent to the implementation of this policy, the RRC requirement will become the minimum for that program.
3. In those instances where an RRC survey of a program, an internal review of a program, an adverse action by the RRC, or an occurrence within the program indicates the accreditation status of the program may be in jeopardy or there are one or more serious concerns about the quality of the training provided to residents in the program, the GMEC shall recommend to the Chair of the Department and the Dean of the SOM that the dedicated time for the Program Director be increased to a level sufficient to address and correct those issue or citations which have been identified. Further, the GMEC shall recommend the dedicated time shall be maintained at a level and for a period of time to not only correct identified citations or issues but to maintain the accreditation and the educational quality of the program.
4. Such dedicated time shall be provided without the Program Director being required to generate the revenue to "buy" the time and such dedicated time may not be added to an already overloaded

schedule. For example, if 20% of a Program Director's time is allocated to performing those duties required by the ACGME and RRC to maintain the quality and accreditation of the program, the Program Director will then meet the requirement to be eligible for full compensation, including any available bonuses, by performing the remaining 80% of his/her time in other assigned duties. Likewise, if through the provisions of this policy, the Program Director's dedicated time is increased, the new percentage of non-dedicated time shall become the basis upon which the salary and available bonuses are calculated.

5. It is recognized that in maintaining the accreditation and quality of the program, through complying with RRC requirements of the ACGME, the quality of the training provided to residents will meet the standards as set forth in the Statement of Institutional Commitment.