

University of Colorado School of Medicine

Graduate Medical Education

Policy: **Program Manual Content**

Effective date:
April 10, 2002

GMEC Approval / Revision Date:
April 10, 2002

Pages: 1

Purpose:

To ensure that residents are provided with appropriate program information and to provide programs directors with guidance.

Note: ACGME makes no distinction between interns, residents and fellows. All levels are referred to as “residents”.

Policy and Procedure:

All University of Colorado School of Medicine GMEC approved training programs must provide a program-specific manual to all residents.

Program manuals must at a minimum contain the following:

1. Program Personnel (Names and Telephone)
2. Program Curriculum – including goals and objectives. (These should be categorized according to the 6 core competencies and provide specific information addressing the evaluation process).
3. List of all program faculty (including their clinical and research interests)
4. Selection Criteria for entering residents (including prerequisites, if any)
5. Promotion Criteria for next level of training and graduation
6. Electives available and how to do an elective, if any
7. ACGME specific Program Requirements
8. Duty hours policy (adapted and consistent with GMEC policy)
9. On-call guidelines including how is call taken, responsibilities while on call, chain of command, and support systems
10. Process for faculty evaluation by residents including how confidentiality is assured
11. Process for resident evaluation by faculty.
12. Process for residents to communicate any complaints or resolve any issues within the program or department
13. Supervision Policy or Guidelines for each level of training
14. Leave Protocol including how to requesting vacation/leave, and the effects of the leave on the training program
15. Moonlighting policy (adapted and consistent with GMEC policy)
16. Substance abuse/impairment policy (adapted and consistent with GMEC policy)
17. Information on how fatigue and stress are monitored and addressed by the resident and program director.