In this document, the term “resident” includes all interns, residents and fellows in GME training programs.

Purpose:
To ensure that residents are provided with appropriate program information and to provide the residents, programs directors, coordinators, and faculty with guidance regarding program training requirements.

Procedure:
All University of Colorado School of Medicine ACGME and GMEC approved training programs must provide a program-specific manual to all residents. Manuals must be updated and distributed to residents annually and should also be distributed to program faculty annually.

Best Practices in Program Manual Creation

Option 1 - Programs may choose to copy required GMEC policies and procedures to program manuals and then create and insert related program specific policies as indicated below.

Option 2 - Program may choose to avoid copying all GMEC policies and instead provide title of policy, reference to policy, and program compliance with said policy.

Example:

GMEC Duty Hour Policy
The (name of program) complies with the GMEC policy and procedures for Duty Hours which may be found on the GME manual and website at (insert exact link to the policy). The program specific policy for Duty Hours is as follows:

(Name of Program) Duty Hour Policy

Notes:
Please note that the below list may be used as a table of contents for the policy portion of the program manual. Additionally, the links on each of the GME policies go directly to that policy on the GME website.
Program manuals must contain the following and programs must ensure that program policies are compliant with specific ACGME program requirements:

1. Program Personnel (names and contact information)
2. Faculty listing with clinical and/or research interests
3. Program Curriculum (information, processes, expectations, guidelines, schedules, etc.)
   a. Overall competency based educational goals for the program
   b. Competency based goals and objectives for each rotation or educational experience at each PGY level - categorized according to the 6 core competencies, show progression, and provide specific assessment information
   c. Didactics and conferences
   d. Electives available (if any) and how to do an elective
   e. Research/Scholarly activity guidelines
      i. Quality Improvement and Patient Safety participation and/or project – guidelines
4. Program Policies – programs should have full version of the GME policy/procedure in policy manual for those listed in bold.
   a. GME Disciplinary Policy
      i. Concern/Complaint Procedure – (Program Example)
   b. GME Grievance Policy
   c. GME Duty Hours Policy and Procedure
      i. Program written process for monitoring duty hours, including action plan for violations
      ii. Alertness Management and Fatigue Mitigation - how residents and faculty are educated, what happens if residents are too fatigued to care safely for patients?
      iii. Program Call Policy/Guidelines
      iv. Unusual Resident-Initiated Extensions – Additional Duty
         1. Care of single patient and senior level exceptions
   d. GME Eligibility and Selection Policy with Criteria
      i. Program specific selection criteria (if any)
   e. GME Evaluations and Promotion Policy
      i. Program Evaluation Processes - Describe the processes for:
         1. Resident evaluation of faculty (how confidentiality is assured), rotations, and the program
2. Faculty evaluation of the residents and confidential evaluation of the program
3. Multisource evaluation of the residents (self, nurses/staff, patients, peers/teaching, etc.)
4. Semiannual and Summative evaluation of the resident
5. Clinical Competency Committee role and responsibilities
6. Annual Program Evaluation - process, committee, and responsibilities
   ii. *Program Promotion/Advancement/Graduation Criteria* – include information regarding in-training and board certification expectations. Criteria for progressing to the next year of training and to complete the program.

f. **GME Leave Policy**
   i. *Program process for leave requests*

g. **GME Moonlighting Policy** and **Approval Form**
   i. *Program Moonlighting Guidelines*
   ii. **Additional Pay for Additional Work** and **APAW Approval Form**

h. **GME Physician Impairment and Health (Substance Abuse Policy)**
i. **GME Professionalism Policy**
j. **Quality Improvement & Patient Safety Guidelines/Expectations**
k. Research/Scholarly Activities Guidelines/Expectations
l. **GME Supervision Policy**
   i. *Program Supervision Policy- ensure compliance with program requirements:*
      1. Demonstrate appropriate level of supervision is in place for all residents who care for patients
      2. Detail of Supervision of Call (in-house and at-home)
      3. Levels of responsibility for invasive procedures
      4. Assignment of progressive authority and responsibility, conditional independence and supervisory role in patient care delegated to each resident
      5. Guidelines when residents must communicate with the Attendings (Contact for escalation of patient care)
   ii. PGY level clinical responsibilities, i.e. job descriptions

m. **Transitions of Care Guidelines - Program Handoff Process**

n. **USMLE (and COMLEX) Examinations**

5. **ACGME** Specific Program Requirements