

## **Designated Institutional Official Responsibilities**

The University of Kansas School of Medicine Wichita supports the ACGME statement regarding the responsibilities of the Designated Institutional Official (DIO). The WCGME Residency Committee and the DIO or designee must review all program information forms and any correspondence or document submitted to the ACGME by a program director that either addresses program citations or requests changes in the program that would have significant impact on the program, the University or affiliated hospitals including but not limited to:

- 1) all applications for ACGME accreditation of new programs and subspecialties;
- 2) changes in resident complement;
- 3) major changes in program structure or length of training;
- 4) additions and deletions of participating institutions used in a program;
- 5) appointments of new program directors;
- 6) progress reports requested by any Review Committee;
- 7) responses to all proposed adverse actions;
- 8) requests for increases or any change in resident duty hours;
- 9) requests for “inactive status” or to reactivate a program;
- 10) voluntary withdrawals of ACGME-accredited program;
- 11) requests for an appeal of adverse actions; and, written appeal presentations to the ACGME.
- 12) appeal presentations to a Board of Appeal or the ACGME.

Any ACGME correspondence requiring review must be sent to the DIO at least two (2) weeks prior to submission to the ACGME.

**Approved: GMEC 6/04**  
**Revised GMEC: 4/13/06**