University of California, Riverside, School of Medicine

Institutional Policy

OVERSIGHT OF EDUCATIONAL SITES AND SITE DIRECTORS

Program Directors are responsible for oversight of the educational and work environment at each clinical training site for their programs.

1. Each Program Director will appoint a Site Director at each clinical training site and inform the Designated Institutional Official of his/her name.

2. The Program Director must establish and maintain effective communication with each Site Director and maintain proper oversight of training at each site.

3. At minimum, the Program Director and each Site Director must communicate quarterly about the GME program-related matters or at a frequency appropriate to the number of residents rotating and when the rotations are scheduled.

4. A properly completed Program Letter of Agreement (PLA) between the program and each training site must be maintained by the program director.

This policy was approved by the Graduate Medical Education Committee on March 16, 2011.

Mahendr S. Kochar, MD, MACP
Associate Dean, Graduate Medical Education
Designated Institutional Official