

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>		
<i>Chapter:</i> Graduate Medical Education	<i>Issued:</i> 05.13.2022	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>
<i>Policy: GME Salary Support for Protected Time</i>		<i>Page 1 of 2</i>		

PURPOSE:

The purpose of this policy is to ensure that faculty receive adequate salary support for their protected time as mandated by the ACGME. This needs to be done in coordination with all parties in ensuring clinical care is not interrupted. The policy and process should allow adequate notice to diminish negative impact to a faculty members clinical revenue.

SCOPE:

This policy applies to all Creighton University Omaha GME programs.

DEFINITIONS:

- **Full Time Equivalent:** One FTE is equal to 40 hours per week dedicated to the faculty role including both clinical and administrative work.
- **Administrative (Non-clinical) Time:** This is time devoted to the GME program administration, also referred to as “protected”. It is defined as scheduled time with little or no responsibilities for patient care or clinical supervision that is spent meeting the responsibilities of the faculty role to lead and manage the program as defined in the ACGME Common Program Requirements.
- **Program Director (PD):** The faculty member appointed by the GMEC and approved by the ACGME Review Committee who has the authority and accountability for the overall program, including compliance with all applicable program requirements.
- **Core Faculty:** Core Faculty members must have a significant role in the education and supervision of residents and must devote a significant portion of their entire effort to resident education and program administration. They must, as a component of their activities, teach, evaluate and provide formative feedback to residents. They support the program leadership in developing, implementing and assessing curriculum and in assessing residents’ progress toward achievement of competence in the specialty. Core Faculty members should be selected for their broad knowledge of and involvement in the program, permitting them to effectively evaluate the program.

POLICY:

As sponsoring institution, Creighton GME will ensure the faculty have sufficient financial support and protected time to effectively carry out their educational, administrative, and leadership responsibilities as described in the Institutional, Common and special-subspecialty-specific Program Requirements.

Creighton GME will also ensure fair and equitable standards are applied to all positions for both financial support and protected time assignments.

Creighton GME follows ACGME Review Committees requirements for the number of Core Faculty required for each program and the requirements for number of protected hours. Where ACGME does not specify amounts of protected time, Creighton will require Core Faculty to have one dedicated hour per week per resident or fellow,

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which time shall be allocated and divided across the Core Faculty.

Process:

The Core Faculty is selected as per the Core Faculty policy in alignment with the ACGME requirements. The selection from the PD must then be submitted and coordinated with the School of Medicine CFO, Designated Institutional Official (DIO), Chair (or delegate) and the Associate Dean for Clinical Affairs.

Annually, at the beginning of each calendar year, the Faculty requirements are reviewed for any changes from the ACGME. The DIO works with leadership to ensure all requirements are being met and updated. The goal of this timing is to ensure change in protected time has minimal impact on the clinical assignments. These changes must go through the same process as stated in the selection of new core faculty. This annual review will set the budget allocation to core protected time for the next academic year. Any changes by the ACGME after that time and before the next academic year will be addressed in the following January budget cycle
Creighton is committed to meeting protected time requirements as set by the ACGME and this policy.

In the event that a Core Faculty role is vacated, the PD will select another Core Faculty to fill the role as soon as possible. This Core Faculty position must go through the coordination with the SOM CFO, DIO, Chair and the Associate Dean for Clinical Affairs. The Associate Dean for Clinical Affairs may ask for a delayed start date if the appointment causes major disruption to clinical coverage.

REFERENCES:

ACGME Common Program Requirements

AMENDMENTS OR TERMINATION OF THIS POLICY

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME policy shall govern.

Creighton University reserves the right to modify, amend, or terminate this policy at any time.

Reviewed and Approved By:

Omaha GEC: 05.13.2022

Exec GMEC: 05.13.2022