

SECTION: Graduate Medical Education Policies

ISSUED: January 3, 2007

SUBJECT: Required DIO Signature

REVISED:

PURPOSE: To establish a Graduate Medical Education policy for designating an alternate to review and sign documents in the absence of the DIO.

POLICY: For documents and/or correspondence that require the signature of the DIO/Director of Graduate Medical Education, and that individual is not available to sign in a timely manner, the Administrator for Graduate Medical Education is designated to sign for the DIO.

PROCEDURE:

When documents need to be signed by the DIO/Director of Graduate Medical Education, and the DIO is not available for signature in a timely manner, the Administrator of Graduate Medical Education will be designated as the alternate signer.

If in any situation, both the DIO and GME Administrator are not available, the Senior Vice President for Medical Affairs will be designated to sign appropriate documents.