Creighton University School of Medicine-Phoenix Policies

POLICY: Program Directors Search Committee
GOVERNING BODY: Graduate Medical Education Committee – Creighton
                                 University School of Medicine-Phoenix
GMEC APPROVAL DATE: August 5, 2024; August 7, 2023; February 6, 2023
REVISED DATE: August 5, 2024
ACGME ACCREDITATION STANDARD REFERENCE:
                                 Institutional Requirement: Not applicable

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PURPOSE

A search committee will be required for all program director (PD) vacancies. A search committee is an advisory group that assists the GMEC, the Designated Institutional Official (DIO) and the Associate Dean for GME by gathering information and reviewing the applications. Their role is to promote a culture of transparency, diversity, equity, and inclusiveness. The search committee will ensure that the applicants are evaluated fairly and in alignment with criteria utilized by the University and their hospital/physician practice partners.

SCOPE

This policy applies to all GME programs that fall under the purview of CUSOM-PHX as a Sponsoring Institution. The search committee is an advisory group only. The search committee does not develop selection criteria, select, or reject applicants or make hiring decision recommendations. The search committee interviews candidates and presents the qualifications of the applicants to the DIO for selection and presentation to GMEC.

DEFINITION

Academic Chair: The position appointed by the Dean of the School of Medicine at the University to oversee and support academic work in the specific service line in which the PD vacancy exists.
Assistant/Associate Program Director: A person designated to be part of the program leadership team who devotes a portion of their professional effort to the oversight and management of the residency program.
Designated Institutional Official (DIO): The Designated Institutional Official appointed by the Dean of the School of Medicine at the University and granted the authority and responsibility to oversee the Sponsoring Institution's ACGME accredited programs.
Program Director: The physician or clinical leader designated with authority over and accountability for the operation of a residency or fellowship program.

POLICY

All program director vacancies require a search committee to fill the role permanently and should be formed when recruitment begins. Interim appointments, selected by the chair and approved by the DIO, will be utilized when a role vacates before a search committee can be formed or an official recruitment process can be followed.

A search committee will be comprised of a minimum of four members and require the presence of:
   a.   The Academic Chair over the department where the training program exists.

    b. At least one trainee representative from the training program
    c. A minimum of one core faculty member from the training program
    d. The Program Coordinator from the training program to support the process and to participate as a full member of the search committee.
        a. If the Program Coordinator from the training program has less than one year of GME experience, the Program Coordinator may be selected from another training program.

Committee members should be selected based on diversity, level of experience, and knowledge for the role of the program director. At least one representative from each Creighton University Arizona Health Education Alliance faculty medical group should be selected as a committee member.

The search committee will be selected by the Academic Chair, or a delegate the Chair selects. The role of the Academic Chair, or delegate, is to:
    a. Select members for the search committee following the aforementioned guidelines.
    b. Submit the membership list to the DIO or designee for final approval.
    c. Inform the committee members of their role and responsibilities as advisors only to the DIO.
    d. Ensure compliance with university, hospital, and physician group policies, and employment law and ensure non-discriminatory practices in hiring processes.
    e. Provide information to the committee regarding ACGME requirements and department requirements for the position.
    f. Work with recruiters for the position. The job should be posted internally only initially. If there are no qualified applicants, then the Chair should work with the physician practice plan recruiters for outside advertisement and recruitment.
    g. Provide leadership to committee members during the review of applications and completion of the ranking grid.
    h. Perform any reference checks on candidates.

The role of the Search Committee is to:
    a. Review all application materials submitted by all applicants.
    b. Prepare interview questions with the assistance of the Academic Chair.
    c. Conduct interviews of applicants with the assistance of the Academic Chair.
    d. Upon completion of all interviews, a ranking grid is completed by the Search Committee on all applicants interviewed.
    e. The interview grid of each applicant's competencies in accreditation, academics, program administration, and other qualifications will be summarized and provided to the DIO.

The role of the DIO is to:
    a. Approve the search committee membership.
    b. The DIO has the authority to add or delete members as needed for the specific situation of the program.
    c. Review the ranking grid from the search committee.
    d. Conduct any second interviews.
    e. Ensure the applicant meets all ACGME requirements.
    f. Select the program director after reviewing the Search Committee's rankings.
    g. Present the program director applicant to GMEC for approval.

If there are no qualified applicants, the position will remain posted and the search committee will continue to review new applications until a qualified candidate is found.

ASSISTANT/ASSOCIATE PROGRAM DIRECTOR(S)

Assistant/associate program directors have appointed positions as part of the program leadership team. They are appointed by the program director in consultation with the DIO. The program director must consult with the DIO prior to selecting and appointing the assistant/associate program director.

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 institutional policy shall govern.

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