

## HOUSE STAFF INFORMATION

### ADMINISTRATION

The ACGME Designated Institutional Official (DIO) is charged with the administrative responsibilities for House Staff, which in this document refers to all residents and fellows at Vanderbilt University Medical Center (VUMC) who are primary appointees of the Graduate Medical Education (GME) Office. This person also holds the position of Associate Dean for Graduate Medical Education within the Vanderbilt University School of Medicine. The DIO is charged with responsibility for oversight of all accredited (i.e., accredited, but not through ACGME) and non-accredited GME programs.

Additionally, there is an Administrative Director of GME, who coordinates and manages the activities of the GME Office.

The *House Staff Manual* is the primary document governing roles and responsibilities for all individuals appointed primarily through the GME Office. Individuals appointed through the GME Office are also subject to governing documents and procedures, including, without limitation, the VUMC Medical Staff Bylaws, VMG (Vanderbilt Medical Group) By-laws, other applicable institutional By-laws, VUMC policies and procedures pertaining to faculty. Individuals in a GME program who also have an appointment to the Vanderbilt University faculty are also subject to the Vanderbilt University's Faculty Manual, unless otherwise specified.

The GME Office is located in 303 Light Hall and can be contacted at (615) 322-4916 or [gme.office@vumc.org](mailto:gme.office@vumc.org) (email inquiries will be answered within 24 hours during weekdays). Business hours are 8:00 a.m. – 4:00 p.m., Monday through Friday, except for VUMC recognized holidays (<https://hr.vumc.org/holiday-calendar>) or as otherwise posted. Helpful information can be found on the GME Office website (<https://www.vumc.org/gme/>).

Interpretation of policies, verification of status, training, dissemination of information, loan deferments and application for licensure are handled by the GME Office. The staff will assist House Staff with documents requiring institutional verification or notary seal. **House Staff must notify the GME Office within 14 days of any change in legal name, address, and/or telephone number, and provide supporting documentation at the time of notice.**