



Office of Graduate Medical Education  
West Virginia University School of Medicine

**Policy for Coverage of DIO Responsibilities When the DIO is Unavailable**

When the Designated Institutional Official (DIO) is unavailable to perform his or her duties, including but not limited to, review of all program information forms (PIF's) or other written correspondence with the ACGME to be submitted by the institution or program directors, these duties will be performed by the Chair of the Graduate Medical Education Committee (GMEC).

Should there ever be a time when both the DIO and Chair of GMEC are unavailable, the DIO will appoint a member of the GMEC Taskforce to perform the required duties until such time that either the DIO or GMEC Chair is available.

Approved by the GMEC Taskforce: August 7, 2008  
Approved by the GMEC: September 12, 2008

ACGME Institutional Requirements  
I.B.4.a