

**West Virginia University School of Public Health  
Graduate Medical Education Policy on 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 or other written correspondence with the ACGME to be submitted by the institution or program director, 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 committee to perform the required duties until such time that either the DIO or GMEC Chair is available.

Approved by the GMEC: September 22, 2017