TITLE: Graduate Medical Education Committee (GMEC)

POLICY STATEMENT: GMEC has oversight over all aspects of GME. The GMEC serves as a forum for and facilitate informed discussions on critical external and institutional administrative and educational aspects of GME, including such issues as GME financing, physician workforce planning, educational quality measures, institutional and program accreditation, and GME curriculum.

PROCEDURE:
- Committee members include
  - Committee chair person - GME Designated Institutional Official (DIO);
  - Program directors appointed by the DIO;
  - A minimum of 2 peer selected residents/fellows;
  - Vice President of Quality and Operational Effectiveness or his/her designee; and
  - Two peer selected GME Program Administrators.
  - GME Director
- GMEC meets monthly except for July and/or August and the GME office is responsible for keeping the meeting minutes.
- GMEC subcommittees may be formed as needed.
  - Subcommittees that address required GMEC responsibilities must include a peer-selected resident/fellow.
  - Subcommittee actions that address required GMEC responsibilities must be reviewed and approved by the GMEC.
- GMEC responsibilities include oversight of the:
  - ACGME accreditation status of UVM Medical Center and our ACGME accredited GME training programs;
  - Quality of the GME learning and working environment;
  - Quality of the educational experiences that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty/subspecialty-specific Program Requirements;
  - GME training programs’ annual evaluation and improvement activities; and,
  - All processes related to reductions and closures of GME training program.
- GMEC must review and approve:
  - Institutional GME policies and procedures;
  - Annual recommendations to the UVM Medical Center administration regarding resident/fellow stipends and benefits;
  - Application for ACGME accreditation of new programs;
  - Requests for permanent changes in resident/fellow complement;
  - Major changes in GME training structure or duration of education;
  - Additions and deletions of participating sites
  - Appointment of new program directors;
  - Progress reports requested by an ACGME Review Committee;
  - Responses to Clinical Learning Environment Review (CLER) reports;
  - Requests for exceptions to duty hours requirements;
  - Voluntary withdrawal of ACGME program accreditation;
  - Requests for appeal of an adverse action by an ACGME Review Committee; and
  - Appeal presentations to an ACGME Appeals Panel.
• Oversight of the Sponsoring Institution accreditation status for the UVM Medical Center through an Annual Institutional Review (AIR)
  o The AIR must identify instructional performance indicators which must include:
    ▪ Results of the most recent institutional self-study visit;
    ▪ Results of ACGME surveys of residents/fellows and core faculty members; and
    ▪ Notification of each of its GME programs’ ACGME accreditation statuses and self-study visits.
  o The AIR must include monitoring procedures for action plans resulting from the review.
  o The DIO must submit a written annual executive summary of the AIR to the UVM Medical Center Board of Trustees.
• GMEC must demonstrate effective oversight of underperforming program(s) through the Special Review process. The Special Review process must include a protocol that:
  o Establishes criteria for identifying underperformance; and
  o Results in a report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes.
• Direct and facilitate the development of a core curriculum and of shared educational resources, as might be appropriate, on such common issues as medical ethics, medical sociology medico-legal, medical economics, and practice management; and in such knowledge, skills and scholarly areas as communication skills, research design, epidemiology, teaching of medical student/junior residents, and quality assurance.

DEFINITIONS: None

REFERENCES: Accreditation Council for Graduate Medical Education, Institutional Requirements

REVIEWERS: Mark Levine MD, Medical/Program Director

OWNER: Karen Miller, Dir GME

APPROVING OFFICIAL: Claude Deschamps, MD, President & CEO UVM MedicalGrp