

Graduate Medical and Dental Education Committee

Purpose: To set forth the composition, duties, and meeting schedule for the Graduate Medical Education Committee.

Policy:

Consistent with Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements and additional graduate medical education training program accrediting body requirements, the Graduate Medical and Dental Education Committee (GMDEC) is the committee that provides institutional oversight of the Graduate Medical Education (GME) Programs at the Sponsoring Institution. Its responsibilities include verifying that individual training programs operate in a manner consistent with all institutional and program specific accreditation requirements. It establishes and implements policies and procedures regarding the quality of education and the work environment for residents in all training programs. GMDEC also develops policies to govern graduate medical education activities at its participating clinical sites consistent with ACGME Institutional and Program requirements and GME Affiliation Agreements.

The GMDEC is responsible for demonstrating effective oversight of the sponsoring institution's accreditation through an annual institutional review (AIR). The GMDEC must also demonstrate effective oversight of underperforming program(s) through a Special Review process.

Definition: Residents and fellows are defined as "residents" in this policy

Procedure:

Composition

The GMDEC is chaired by the GSM Assistant Dean for Graduate Medical Education (GME), who also serves as the Designated Institutional Official (DIO) for the ACGME Sponsoring Institution.

At their discretion and with the concurrence of the chairperson, members may assign a designee to represent them at some of the meetings of the GMDEC. For program directors, the designee must be an associate program director or one of their programs' core faculty. For peer selected residents, the designee must be another peer selected resident.

Voting Members

The DIO, Program Directors (or designee), resident representatives, and the Quality Improvement officer are designated as voting members.

Voting Member Attendance

Each voting member of the committee shall be required to attend at least 70% of GMDEC meetings held during an academic year. Excused absence due to unresolvable conflicts such as vacation, sick leave, or travel to professional meetings will not be counted against the attendance requirement. Videoconference attendance options are provided for GMDEC meetings.

Meetings

The GMDEC meets monthly. The GMDEC must maintain meeting minutes that document execution of all required GMDEC functions and responsibilities.

Quorum

Attendance of more than 50% of voting members to include at least one resident representative (or designee) constitutes a quorum.

Subcommittees

GMDEC responsibilities for institutional oversight, review and approval are accomplished in part or in whole through delegation of responsibility to GMDEC subcommittees. These are: Subcommittee on Program Change, Subcommittee for Special Reviews, Subcommittee for Institutional Oversight, Chief Resident Council Subcommittee, and the Resident Patient Safety Subcommittee. Each of these subcommittees must include a peer-selected resident representative. Minutes will be kept of each of these meetings and reported to GMDEC.

The GMDEC reviews and approves the reports of its subcommittees that are designated as fulfilling GMDEC oversight responsibilities. Additional GMDEC subcommittee reports are reviewed and discussed.

Oversight of:

- The ACGME accreditation status of the sponsoring institution and its ACGME-accredited programs
- The quality of the GME learning and working environment, including resident and faculty well-being, within the sponsoring institution, each of its ACGME-accredited programs and its participating sites
- The quality of educational experiences in each ACGME-accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME common and specialty/subspecialty-specific program requirements
- The ACGME-accredited programs' annual evaluation and self studies
- All processes related to reductions and closings of individual ACGME-accredited programs
- The provision of summary information of patient safety reports to residents, fellows, faculty members, and other clinical staff members. At a minimum, this oversight must include verification that such summary information is being provided

Review and approval of:

- Institutional GME policies and procedures
- Annual recommendations to the sponsoring institution's administration regarding resident stipends and benefits
- Applications for ACGME accreditation of new programs
- Requests for permanent changes in resident complement
- Major changes in ACGME-accredited programs' structure or duration of education
- Additions and deletions of ACGME-accredited programs' participating sites
- Appointment of new program directors
- Progress reports requested by a review committee
- Responses to clinical learning environment review reports
- Requests for exceptions to clinical and educational work hour requirements
- Voluntary withdrawal of ACGME program accreditation
- Requests for appeal of an adverse action by a review committee
- Appeal presentations to an ACGME appeals panel