

CHRISTIANA CARE HEALTH SERVICES

POLICY:	Graduate Medical Education Committee [GMEC] - Function
DEPARTMENT:	GMEC
DATE OF ORIGIN:	January 22, 2001
LAST REVISION DATE:	July 1, 2014
REGULATORY REFERENCE:	ACGME

I. POLICY

A. All graduate medical education programs sponsored by CCHS are overseen by the GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC).

B. Voting membership on the committee is comprised of the Designated Institutional Official (DIO), training program directors, residents (selected by their peers), other members of faculty, Director of Graduate Medical Education and designated GME administrators.

C. The GMEC shall meet at least quarterly. Minutes of each meeting are distributed to members, posted to the GMEC collaboration site and held on file in the GME Office.

II. PURPOSE

To establish oversight of Graduate Medical Education programs and meet requirements of the ACGME and other governing bodies.

III. RESPONSIBILITIES

A. Responsibilities of the GMEC shall include those tasks set forth in the Institutional Requirements of the ACGME:

1. Establish and implement policies and procedures regarding the quality of education and the work environment;
2. Annually review and recommend resident stipends, benefits, and funding for resident positions;
3. Establish and maintain oversight of liaison with program directors, and assure that the program directors do so with appropriate personnel in participating institutions;
4. Establish and implement policies and procedures governing resident duty hours;
5. Assure that programs provide appropriate supervision for all residents;
6. Assure that each program provides a curriculum and evaluation system to ensure that residents demonstrate achievement of the ACGME general competencies;
7. Establish and implement policies for the selection, evaluation, promotion, and dismissal of residents;
8. Regularly review all ACGME program accreditation letters and action plans for correction of areas of non-compliance;
9. Regularly review the CCHS Letter of Report from the IRC and action plans for correction of areas of non-compliance and
10. Review and approve program submissions to the ACGME as required. This includes the following:
 - a. all applications for ACGME accreditation of new programs and sub-specialties;
 - b. changes in resident complement;
 - c. major changes in program structure or length of training;
 - d. additions and deletions of participating institutions used in a program;
 - e. appointments of new program directors;
 - f. progress reports requested by any Review Committee;
 - g. responses to all proposed adverse actions;
 - h. requests for "inactive status" or to reactivate a program;
 - i. voluntary withdrawals of ACGME-accredited programs;
 - j. requests for an appeal of an adverse action; and
 - k. appeal presentations to a Board of Appeal or the ACGME.

11. Conduct special reviews where appropriate of accredited programs and sub-specialty programs in accordance with CCHS, ACGME and applicable residency program requirements.

12. Provide oversight of all phases of educational experiments and innovations that may deviate from Institutional, Common, and Specialty / Sub-Specialty-specific Program Requirements, including:

- a) Approval prior to submission to the ACGME and/or respective Review committee;
- b) Adherence to Procedures for "Approving Proposals for Experimentation or Innovative Projects" in ACGME Policies and Procedures: and
- c) Monitoring quality of education provided to residents for the duration of such a project.

B. The GMEC shall maintain regular communication with the Medical Staff, both at CCHS and at Major Participating Institutions, about the safety and quality of patient care provided by the residents.

C. The Chair of the GMEC/DIO shall present an annual report, reviewed and approved by the GMEC, to the Medical Staff Organization and governing body of each Major Participating Institution for programs sponsored by CCHS. The report shall provide a review of the GMEC's activities during the prior year, with regard to resident supervision, resident responsibilities, resident evaluation, and compliance of all participating institutions with duty hour standards.

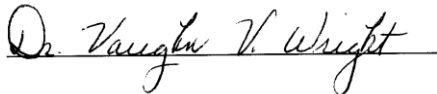
IV. PROCEDURES

This committee will accomplish its work through regular meetings and the use of on-going subcommittees.

V. POLICY APPROVAL(S)

Graduate Medical Education Committee

SIGNATURES/APPROVALS:



Reviewed 05/01/2015