

Medical College of Georgia Graduate Medical Education Committee Charter

1. Purpose. The Medical College of Georgia (MCG) Graduate Medical Education Committee (GMEC) is charged with overseeing compliance of all accredited graduate medical education (GME) programs to the standards of the Accreditation Council for Graduate Medical Education (ACGME), establishing effective educational policies, and ensuring a clinical learning environment (CLE) conducive to learning and working.
2. Membership
 - a. Designated Institutional Official (DIO); with vote.
 - b. Associate Dean for Graduate Medical Education; with vote.
 - c. Program Directors. Four program directors who are not the Designated Institutional Official (DIO); each with vote. Each program director will have a designated alternate that may attend meeting. They will be eligible to vote when their primary is not available. Program directors may serve for on the GMEC for up to three years. The program directors will be chosen to represent the breadth of training programs at MCG, as follows:
 - i. One program director from a primary care residency.
 - ii. One program director from a subspecialty fellowship.
 - iii. One program director from a surgical specialty.
 - iv. One program director from a hospital-based specialty.
 - d. Residents and Fellows. Three residents or fellows will be elected by peers to serve on the committee for a one-year term; each with vote.
 - e. Program Coordinators. Two program coordinators designated by the DIO; each with vote.
 - f. Quality Improvement (QI) or Patient Safety Representative; with vote. The QI representative should be a member of the hospital quality improvement or patient safety teams.
 - g. Chief Financial Officer (CFO); with vote.
 - h. The Charlie Norwood Veterans Administration Medical Center Associate Chief of Staff for Affiliations and Education; without vote
 - i. Ad Hoc members. Additional individuals may be assigned to the committee on a time-limited basis by the Chair. Ad hoc members will not be voting members.
3. GMEC Chair
 - a. The Chair of the GMEC will be the Senior Associate Dean for Graduate Medical Education, the Associate Dean for Graduate Medical Education, or a Program Director designated by the DIO.
 - b. The Chair is appointed by the DIO.
 - c. The Chair will be a voting member only in the instance of a tie among the rest of the committee members.
4. GMEC Responsibilities
 - a. The GMEC will have oversight of:
 - i. The ACGME accreditation status of MCG and each of its ACGME-accredited programs through an Annual Institutional Review (AIR).

- ii. The quality of the GME learning and working environment within the MCG, each of its ACGME-accredited programs, and its participating sites.
 - iii. 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.
 - iv. The ACGME-accredited program(s)' annual program evaluations and self-studies.
 - v. All processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution.
 - vi. 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.
 - b. The GMEC must review and approve each of the following items by vote:
 - i. Institutional GME policies and procedures.
 - ii. Annual recommendations to the Sponsoring Institution's administration regarding resident/fellow stipends and benefits.
 - iii. Applications for ACGME accreditation of new programs.
 - iv. Requests for permanent changes in resident/fellow complement.
 - v. Major changes in each of its ACGME-accredited programs' structure or duration of education.
 - vi. Additions and deletions of each of its ACGME-accredited programs' participating sites.
 - vii. Appointment of new program directors.
 - viii. Progress reports requested by an ACGME Review Committee.
 - ix. Responses to Clinical Learning Environment Review (CLER) reports.
 - x. Requests for exceptions to clinical and educational work hour requirements.
 - xi. Voluntary withdrawal of ACGME program accreditation.
 - xii. Requests for appeal of an adverse action by a Review Committee.
 - xiii. Appeal presentations to an ACGME Appeals Panel.
 - c. The GMEC must demonstrate effective oversight of underperforming program(s) through a Special Review process based on a protocol that:
 - i. Has established criteria for identifying underperformance.
 - ii. Results in a report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes.
- 5. Annual Institutional Review (AIR). The GMEC will generate an annual written review of the status of GME and the CLE at MCG.
 - a. The AIR will identify MCG performance indicators including, at a minimum:
 - i. The most recent ACGME institutional letter of notification.
 - ii. Results of ACGME annual surveys of residents/fellows and core faculty members.
 - iii. Each of its ACGME-accredited programs' individual residency review committee (RRC) accreditation information, including program accreditation statuses and citations.
 - b. The DIO will annually submit a written executive summary of the AIR to the Dean of MCG (i.e., Governing Body). At a minimum, this executive summary will include:
 - i. A summary of institutional performance on indicators for the AIR.
 - ii. Action plans and performance monitoring procedures resulting from the AIR.

6. GMEC Procedures

a. Meetings

- i. Scheduled in-person meetings will be conducted at least quarterly.
- ii. Quorum for in-person meetings will be 50% of voting members. At least one resident or fellow must be present to achieve quorum.
- iii. Additional discussion and dissemination of information may be conducted on an ad hoc basis via electronic communication between meetings.

b. Voting

- i. Quorum for votes will be 50% of the voting members.
- ii. Votes will be determined by a simple majority.
- iii. The Chair will cast a vote marked "Chair". This vote will only be counted in the event of a tie among the rest of the members of the committee.
- iv. Votes may be conducted electronically in an ad hoc manner as long as 50% of voting members cast votes and at least one resident or fellow casts a vote.

c. Subcommittees

- i. Subcommittees may be formed in order to facilitate successful accomplishment of the duties of the GMEC.
- ii. Creation of a subcommittee requires a formal vote of the GMEC.
- iii. Subcommittees must have formal charters and must produce minutes & recommendations that are forwarded to the GMEC for final approval.
- iv. Subcommittees that are deemed to be unnecessary can be decommissioned by formal vote of the GMEC.

d. Referral of item to the GMEC

- i. Items may be referred to the GMEC for review and/or action by GMEC subcommittees.
- ii. Items may be referred to the GMEC for review and/or action by the Governing Body or another institutional committee.

e. Referral of items to Subcommittees. The GMEC may determine that a given item is more appropriately addressed in detail by an existing GMEC subcommittee. Such items will be referred to the appropriate subcommittee for review and/or action.

f. Minutes. Minutes will be kept and submitted to the GMEC Governing Body (i.e., Dean) of the Medical College of Georgia.