

# Georgia Health Sciences University

## House Staff Policies and Procedures

### Policy

### Source

19.0 Graduate Medical Education Committee (GMEC)

Graduate Medical Education Office

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#### 1.0 Purpose

The Georgia Health Sciences University shall maintain a Graduate Medical Education Committee (GMEC) to develop Institutional policies relating to the Graduate Medical Education Program and monitor ACGME compliance of Residency Programs and adequacy of Institutional support.

#### 2.0 Procedure

- 2.1 The Graduate Medical Education Committee will advise and monitor any changes in the policies and procedures of the GME Program.
- 2.2 The GMEC will establish policies and procedures related to supervision, selection, evaluation, promotion, dismissal, duty hours, and moonlighting of House Officers
- 2.3 The GMEC will establish and maintain appropriate oversight of and liaison with Program Directors and assure that Program Directors establish and maintain proper oversight of and liaison with appropriate personnel of other Institutions participating in the ACGME Accredited Program.
- 2.4 The GMEC will establish policies and procedures for dealing with grievances brought forward by House Officers relevant to the conduct of their Graduate Medical Education Programs. The GMEC will ensure that such policies and procedures satisfy the requirements of fair procedures. The GMEC will also ensure that such policies and procedures are applied equally to all House Officers.
- 2.5 The GMEC will review and approve the annual proposal for salary ranges and benefits for all House Officers.
- 2.6 The GMEC will review and monitor working conditions, House Officer supervision, duty hours for House Officers, and ancillary support, and House Officer participation in department scholarly activity as set forth in the Institutional, Common and applicable specialty Program Requirements.
- 2.7 The GMEC will review and approve any proposal to substantially alter the working conditions for House Officers including benefits before they are enacted.
- 2.8 The GMEC will review the provision of educational experiences for House Officers concerning ethical, socioeconomic, medical/legal and cost-containment issues in medical practice, communication skills, HIV and blood born pathogens, research design, statistics, critical review of literature and identification and treatment of substance abuse and physician impairment.
- 2.9 The GMEC will coordinate and conduct accreditation cycle mid point reviews of all Residency Programs to ensure compliance with Institutional (medical school and hospital) policies, ACGME Institutional, Common and relevant specialty RRC Program requirements.
- 2.10 The GMEC will regularly review Institutional, Program specific accreditation letters, internal review citations and monitor action plans for correction of concerns and areas of non-compliance.
- 2.11 The GMEC will assure that each Program provides a curriculum and an evaluation system to ensure that all House Officers demonstrate achievement of the six general competencies:

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*The term House Officer is use as a generic term to include interns, residents and fellows in an approved ACGME Residency Training Program at Georgia Health Sciences University.*

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12/05; 10/07; 12/09 10/10 2/11

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- Patient care
- Medical knowledge
- Interpersonal and communication skills
- Professionalism
- Practice-based learning and improvement
- Systems-based practice

2.12 The GMEC will review and approve prior to submission to the ACGME  
All applications for ACGME accreditation of new Programs and subspecialties;

- 2.12.1 Changes in House Officer compliment;
- 2.12.2 Major changes in Program structure or length of training
- 2.12.3 Additions and deletions of participating Institutions used in a Program
- 2.12.4 Appointments of new Program Directors
- 2.12.5 Progress reports requested by any Review Committee
- 2.12.6 Responses to all proposed adverse actions
- 2.12.7 Requests for increases or any changes in House Officer duty hours
- 2.12.8 Requests for “inactive status” or to reactivate a Program
- 2.12.9 Voluntary withdrawals of ACGME accredited Programs
- 2.12.10 Requests for an appeal of an adverse action; and
- 2.12.11 Appeal presentations to the ACGME

2.13 Membership:

- 2.13.1 The Senior Associate Dean for Graduate Medical Education and VA Affairs Chairs the Graduate Medical Education Committee. The Graduate Medical Education Committee consists of Program Directors for the House Officer Training Programs; two elected members of the Program Coordinators Committee; the Executive Director, Research & Affiliations Service Line, VA Medical Center; House Officer voting representation will be three elected House Officer members with three alternate House Officer voting members who will vote in the absence of one or more of the three elected residents; three Chief Residents elected from the Chief Residents Group; and the President of the Housestaff Organization.

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2.13.2 Ex officio (non-voting) members: Vice Dean for Academic Affairs, Senior Vice President for Medical Affairs and Chief Medical Officer MCGHI; GME Compliance Officer; GME Administrative Director; Legal counsel;

2.14 GMEC Subcommittees:

2.14.1 Internal Residency Review Committee

2.14.2 Program Citation Committee

2.15 Attendance/Responsibilities:

Faculty members and House Officers are expected to attend GMEC meetings as assigned. At least 50% of members will attend each GMEC Meeting. Excused absences are counted in the attendance record for this standard; a member should send a replacement if unable to attend. Clinical Department Chairs/Service Chiefs assure that faculty and House Officers are free from departmental duties to fully participate in GMEC activities.

2.16 Organization/Meeting Times:

A GMEC Retreat is conducted in the Spring of each year for all members of the GME community to include GMEC members and all Program Coordinators to orient and educate members of the GMEC and GME community on issues pertinent to the educational requirements of the ACGME. The GMEC meets on the third Monday in August, October, December, February, April and June of each academic year. Minutes and handouts are distributed in electronic format to all voting and non-voting members of the GMEC and to the Department Chairpersons.

2.17 Reports

The Senior Associate Dean for Graduate Medical Education and VA Affairs provides an annual written and verbal report on all activities of GME to the Dean and the Executive Committee of the Medical College of Georgia, the Organized Medical Staff and the governing bodies of the major participating Institutions. The minutes of the GMEC are presented to the Executive Committee of the Organized Medical staff of Georgia Health Sciences University six times per year. An annual report of the GME Program is also presented to the Faculty Senate of the Medical College of Georgia.

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Peter Buckley, M.D.  
Dean, Medical College of Georgia

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Date

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Walter J. Moore, M.D.  
Senior Associate Dean, Graduate Medical  
Education and VA Affairs

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Date

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