

The Medical College of Georgia

House Staff Policies and Procedures

Policy HS 19.0 Graduate Medical Education Committee (GMEC)	Source Graduate Medical Education Office
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1.0 Purpose

The Medical College of Georgia 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

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all House Officers demonstrate achievement of the six general competencies:

- 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 Officercompliment;
- 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 Associate Dean for Graduate Medical Education 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.
- 2.13.2 Ex officio (non-voting) members: Vice Dean for Academic Affairs, Senior Vice President for Medical Affairs and Chief Medical Officer MCGHI; Associate Dean for Veteran’s Affairs Medical Center; GME Compliance Officer; GME Administrative Director; Legal counsel;

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2.14 GMEC Subcommittees:

2.14.1 Internal Residency Review Committee

2.14.2 General Competencies Committee

2.14.3 Duty Hours Committee

2.14.4 Hospital Operations Committee

2.14.5 Technology Committee

2.15 Attendance/Responsibilities:

Faculty members and House Officers are expected to attend GMEC meetings as assigned. At least 75% of members will attend each GMEC Meeting. Excused absences are not counted in the attendance record for this standard; a member should send a replacement if unable to attend. Clinical Department Chairs assure that faculty and House Officers are free from departmental duties to fully anticipate in GMEC activities. Annually, activity/attendance reports are sent to GMEC members and their respective Department Chairpersons to document level of service.

2.16 Organization/Meeting Times:

A GMEC Retreat is conducted in February 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 in August, October, December, February, and April and June of each academic year. Minutes are distributed in electronic format to all members of the GMEC and to the Department Chairpersons.

2.17 Reports

The Associate Dean for Graduate Medical Education provides an annual report on all activities of GME to the Dean, 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 the MCG Medical Center six times per year. An annual report of the GME Program is presented to the Faculty Senate of the School of Medicine.

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