

Augusta University  
House Staff Policies and Procedures

Policy

HS 32.0 Graduate Medical Education (GMEC) Subcommittees

Source

Graduate Medical Education Office

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1.0 Purpose

The GMEC will identify subcommittees to help do the work of the GMEC. Each subcommittee includes a peer selected resident/fellow and members of the GME community including Program directors, core faculty, and GME administration.

2.0 The GMEC will identify subcommittees to help do the work of the GMEC. Each subcommittee includes a peer selected resident/fellow and members of the GME community including Program Directors, core faculty, and GME administration. The subcommittees include the following.

3.0 CLER Subcommittee

3.1 CLER Subcommittee Charge: Under the direction of the GMEC, the CLER Subcommittee will provide oversight of the resident/fellow learning and work environment at all of the hospitals. The DIO will chair this ad hoc subcommittee. This subcommittee will work collaboratively with all Assistant and Associate Deans and Quality Department leaders at all of the Augusta University affiliated hospitals.

3.2 The responsibilities of this subcommittee include:

- Helping to organize a CLER visit when notified a site will have a CLER visit, the subcommittee will ensure the site is prepared as per the CLER site visit instructions.
- Develop/disseminate information around the 6 focus areas of CLER visit by hospital. The subcommittee will assist program directors and affiliated sites to meet expectations of the ACGME regarding each CLER focus area. This will include assisting the GME Office in developing processes as well as educational initiatives pertinent to CLER that are common to all programs and/or affiliated sites.
- Develop action plans associated with concerns raised by a CLER visit. Feedback from each CLER visit will be populated into a database which reflects the pathways and properties described for each focus area as per the CLER Pathways to Excellence document. The subcommittee will review the database and assist program directors and executive leadership/quality leadership at the site to create action plans for the properties and pathways which need attention/improvement.
- Provide oversight for Housestaff Organization Council and their projects. The subcommittee will work with the Quality and Safety subcommittee of GME to assist the Housestaff Organization Council in identifying and implementing quality and safety initiatives/projects of importance to all hospitals/programs across all of our hospitals.

4.0 Policy Subcommittee

4.1 Policy Subcommittee Charge: The Policy Subcommittee is responsible for the oversight of the Resident/Fellow Manual and the Graduate Medical Education Manual. Under the direction of the GMEC, the Policy Subcommittee establishes and implements policies and procedures for all residents/fellows in the ACGME and non-ACGME-sponsored programs. The Policy Subcommittee helps to establish formal written policies that are in compliance with the ACGME institutional and program requirements. Meetings will be as needed with most communication through electronic reviews.

5.0 GMEC Special Review Subcommittee:

5.1 GMEC Special Review Subcommittee Charge: The Graduate Medical Education Committee (GMEC) is responsible for the development, implementation, and oversight of a process for a Special Program Review (SPR) for program all accredited Medical College of Georgia's graduate medical education programs.

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

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- In fulfillment of the ACGME institutional accreditation requirement mandating oversight of the SPR process, the GMEC establishes a GMEC Special Review Subcommittee (GA to implement a SPR policy to evaluate and approve SPRs; and monitor SPR action item improvement work plans.
- The SPR Committee chair will make periodic and timely reports of subcommittee deliberations and actions to the full body of the GMEC.
- The subcommittee will be comprised of a balanced mix of residency program directors, faculty, peer selected residents, and non-physicians administrators.

6.0 Quality Improvement Subcommittee

6.1 **Quality Improvement Subcommittee charge:** The subcommittee develops the infrastructure and policies to coordinate QI activities between trainees and affiliated hospital QI and safety programs, develops a standard QI and Safety curriculum for GME trainees, continue to grow the role and impact for the GME Resident Quality Council, and develop and use hospital and clinic data to review and measure trainee patient outcomes and clinical effectiveness.


6.2 The Chair is a Program Director from the GMEC appointed by the DIO. The members of this committee include at least three members of the GMEC including peer selected resident representative

6.3 The QI subcommittee chair along with hospital representation and peer selected residents/fellow:

- will track and foster PS/QI activities across the training programs
- The peer selected residents/fellows on this committee, who also serve on the GMEC, also act as housestaff representation and are empowered to discuss resident/fellow issues with or without the GME staff present.
- The group meets quarterly, usually the week before GMEC.

  
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David Hess, MD  
Dean, Medical College of Georgia

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Date

  
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Walter J. Moore, MD, MACP  
Senior Associate Dean for Graduate Medical Education

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