

Augusta University  
House Staff Policies and Procedures

Policy  
HS 32.0 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.

2.1 CLER Subcommittee

2.2 Charge: Under the direction of the GMEC, the CLER Subcommittee will provide oversight of the resident/fellow learning and work environment at Augusta University. The Quality Education Officer for GME will chair this subcommittee and the subcommittee will meet every other month. This subcommittee will work collaboratively with all Program Directors, Program Coordinators and Quality Department leaders at all of the Augusta University's affiliated hospitals.

2.2.1 The responsibilities of this subcommittee include:

2.2.1.1 Helping to Organize a CLER visit

2.2.2 When notified a site will have a CLER visit, the subcommittee will ensure the site is prepared as per the CLER site visit instructions.

2.2.2.1 Develop/disseminate information around the 6 Focus areas of CLER visit by hospital

2.2.3 The subcommittee will assist program directors and affiliated sites to meet expectations of the 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.

2.2.3.1 Develop action plans associated with concerns raised by a CLER visit

2.2.4 Feedback from each CLER visit will be populated into a data base 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.

3.1 Policy Subcommittee

3.2 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.

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Effective Date:  
09/15/2016

Revision/Review Date:  
2/17, 1/2

Number: 1


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- 4.1 Residents/Fellows Policies and Procedures Manual
- 4.2 The chair or designee presents the policies to the GMEC to review and vote on implementation.
- 5.1 GMEC Special Review Subcommittee
- 5.2 Charge: GMEC Special Review Subcommittee is responsible for the quality of the educational programs and review of program compliance with common program requirements. It also is responsible for reviewing new program applications, new program directors, expansion of existing programs, and program closure.
- 5.1.1 GMEC Special Review Subcommittee has several important functions; therefore, it will meet monthly on an electronic basis and have alternating agendas. Alternating agendas include reviewing action plans associated with RRC citations, RRC Areas for
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- 5.2.1 GMEC Special Review Subcommittee has several important functions; therefore, it will meet monthly on an electronic basis and have alternating agendas. Alternating agendas include reviewing action plans associated with RRC citations, RRC Areas for improvement (AFIs) or concerns raised by the Annual Program Evaluation (APE); alternate months will be to review changes in programs or reviewing new program applications.
- 5.2.2 The GMEC must review all actions taken by GMEC Special Review Subcommittee and review all action plans approved by the Subcommittee.

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1/30/18  
Date

  
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Senior Associate Dean, Graduate Medical Education and  
VA Affairs

1/22/18  
Date

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