

Augusta University  
House Staff Policies and Procedures

Policy  
HS 34.0 GMESC Policy

Source  
Graduate Medical Education Office

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1.0 Purpose

Graduation Medical Education Steering Committee (GMESC)

2.0 Procedure

Procedure for approval of new GME program requests for increases and reductions in existing programs.

3.0 General Statement

The Medical College of Georgia, as a Sponsoring Institution for ACGME -accredited, and other non-ACGME accredited Programs, has a fiduciary interest in ensuring that sponsored programs provide quality teaching and patient care and have appropriate resources. To establish a new program of GME at MCG, program director of that program must prepare a proposal and submit the proposal to the GME Office in preparation for presentation of proposal to the GME Steering Committee (GMESC). This procedure describes the process for the approval of applications for new programs, increases and/or reductions in programs at MCG.

4.0 Request for New Program Development

An initial request must be submitted to the GMESC through the DIO, before applications to establish a new program, or increase or reduce programs may be submitted.

4.1 The Program Director will inform the DIO in writing of the intent to establish a new Program of GME, increase or reduction in complement.

4.2 The DIO will discuss the plans with the Program Director and the Department Chair and communicate the information to the GMESC for approval to submit the request.

4.3 The DIO will provide the Program Director and Chair a date that the request to establish a new program, or the request for increase or reduction of a program, will be due to the GME Office.

5.0 Submission of the application for new programs, increases or current programs.

Following notification from the DIO to proceed with the request, the Program Director must present to the GMESC the rationale for the proposed program, how the proposed program will meet ACGME requirements, and how the program will ensure not to detract from the core program or adversely affect other MCG learners. If the program is not accredited by the ACGME, then any national standards for such a program will need to be presented.

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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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The presentation must include the following:

- a) A copy of the program goals and objectives
- b) Letters from the program directors most likely to be impacted by the program
- c) Proposed block schedule
- d) A description of the funding for residents, program faculty support and program administrative support.  
*Note: GMESC Approval does imply financial commitment*

5.1 The information presented by the program director regarding the development of the new program will be reviewed by the following criteria:

- There is alignment between MCG, AUMC, and AU Medical Associates regarding the value of the new program in meeting mission requirements.
- The Program is mission related for AU Health System.
- Financial resources to support the program have been identified.
- There would be no negative impact on ACGME accredited Programs with similar educationally related requirements.
- There is support from the Department Chair to which the program is aligned.
- Decisions regarding expansion or reduction in GME Training Programs must also be endorsed by the GMESC.
- For VA funded positions, programs must include an explanation of how the program will meet VA deployment and demonstrate that adequate resources are available to manage and meet the proposed VA deployment (faculty, administrative support, scheduled rotations, and procedures).

6.0 Process for obtaining GMEC approval

A report of the documents presented to the GME Steering Committee will be presented to the GMEC for their review and endorsement. Upon GMEC approval, the Program will submit the program application through the ACGME ADS or to the appropriate specialty society or council for non-ACGME programs.

7.0 Benefits, Program Director responsibilities and support provided with GMEC approval

- 7.1 All Programs that have been endorsed for funding by the GMESC and educational approved by the GMEC will be eligible for the benefits and responsibilities of membership in the GMEC (see HS Policy 19.0 Graduate Medical Education Committee (GMEC)).
- 7.2 Residents in all GMEC-approved Programs must comply with all GMEC policies and procedures governing resident behavior, including, but not limited to: The House Officer Responsibilities, as outlined in the Housestaff Manual, HS Policy 10.0 House officer Learning and Work Environment, and HS Policy 16.0 House Officer Moonlighting.
- 7.3 Program Directors of all GMEC-approved programs of GME must comply with all GMEC policies and procedures governing Program Directors responsibilities, including, but not limited to: HS Policy 23.0 Responsibilities of the Residency Program Director, HS Policy 4.0 House Officer Leave, and HS 9.0 Faculty Involvement in Supervision in Clinical Care. All Program Directors will be expected to comply with Procedure HS Policy 13.0 House Officer Grievance, Evaluation and Due Process.

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- 7.4 All Residents of GMESC-approved non-ACGME-accredited Programs will be treated the same as Residents in ACGME-accredited programs. There will be no discrimination in due process as guaranteed by HS Policy 13.0 House Officer Grievance, Evaluation and Due Process, and participation in GME-sponsored activities, including Annual Survey of Residents' Educational and Clinical Experiences, graduation, New Resident Orientation, and GMESC directed program reviews (HS Policy 29 GMESC Special Program Review Policy).
- 7.5 Program faculty will have the benefit of participating in faculty development activities provided through the GME Education Office.
- 7.6 The GME Office will provide administrative support and management to all Residents of GMESC-approved ACGME Programs and non-ACGME approved Programs.
- 7.7 All Residents of GMESC-approved Programs who complete their training satisfactorily will receive an official MCG certificate of completion.

  
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David Hess, M.D.  
Dean, Medical College of Georgia

12-20-17  
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Date

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

12-20-17  
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Date