



GMEC AGENDA DESIGNED TO INCREASE DIALOGUE

Topic	Presenter	Voting Required	IR REQ	Page
	<i>On your agenda, this will be name of the person presenting. On this agenda, we have included notes about Best Practices, Requirements and other Comments to guide you.</i>			
Welcome/Call to Order				
Approval of Minutes		X		3-8
Monthly Monitoring Report	Best Practice: A way to provide oversight and not take up a great deal of GMEC time is to set up a spreadsheet report for each program and the overall SI statistics monthly/quarterly. Items to include: <ul style="list-style-type: none"> • Work Hour violations for each program • Residents on LOA • Residents on Remediation • Curriculum Changes/Rotation Changes/PEC decisions 		I.B.4.b) (3) I.B.4.b) (4)	
Sponsoring Institution Information				
Accreditation Status (Program/SI)	Requirement: Accreditation decisions and Letters of Notification must be reviewed at GMEC, not just included in the packet. The ACGME looks for evidence of discussion about these documents in your minutes.		I.B.5.a)(3) I.B.4.b)(4)	9-14 15-16
Major Clinical Learning Environment Issues	NOTE: Should affect multiple programs for it to be discussed at GMEC GMECs often get bogged down discussing an issue that only touches on one program. These kinds of issues need to be deferred to that program's PEC, which the DIO can attend to provide institutional oversight		I.B.4.a)(2) I.B.4.a)(3)	
AIR Report – Status Report	NOTE: The amount spent on the AIR will vary depending on the time of the academic year. For instance, when the AIR is presented to the GMEC for approval, it might take the majority of that meeting.		I.B.5.	
ACGME Surveys/APE Reports and/or Action Plan Updates	Best Practice: All programs that have an area under 4.0 should be providing updates on their action plans to the GMEC.		I.B.4.a)(4) I.B.5.a)(2)	17-21 22-26
Changes in Leadership	Requirement: All Program Directors must be approved (APDs do not need to be approved.) Best Practice: Discuss any leadership changes with the GMEC to keep them informed.		I.B.4.b)(7) I.B.4.b)(5)	
Subcommittee Reports <i>List the Subcommittees that Met</i> <i>Minutes should be included in the GMEC packet</i>	Best Practice: The chair of the subcommittee should provide a brief (5 or less minutes) overview of the key discussions. This works extremely well if the key points are listed on one slide per subcommittee.	X	I.B.4.a)(3)	27-28 29-31 32-34
Infrastructure Needs	Best Practice: Have the person/position who oversees these infrastructure needs be the ones to present the data and listen to the issues. If they are not a regular attendee, consider adding them to your roster if this is likely to come up on regular basis or is a particularly hard issue to resolve.		I.B.4.a)(2)	
Resident Forum Report	Residents bring concerns from their forum/council or other method. This is an open slot for residents to raise anything they would like and to provide updates/feedback on issues addressed in previous meetings.		II.C.3	

CLER Education: Patient Safety				
Hospital Presentation	Culture of Safety Survey Best Practice: Asking those from the hospital that are specialists in a particular pathway help to bridge the GME programs and the hospital.		I.B.4.b)(9)	
Resident Reporting on CLER Topics (see sample report)	Best Practice: Involving the residents in the CLER topic area will provide another venue for educating them about these pathways. Note: this is different from the resident forum/issues item.		I.B.4.b)(9)	
Discussion of the Brief from ACGME on the CLER Pathway NOTE: Download the briefs from the ACGME CLER page.	Best Practice: Send out the brief for the pathway with the minutes and agenda for the upcoming GMEC meeting. Have a slide or handout that lists the main findings from the brief to guide the discussion. Ask: <ul style="list-style-type: none"> What are we doing a good job within this pathway? What do we need to improve? What are the next steps? 			
Policy Review				
Policies to be reviewed/approved	Best Practice: Send out the policies to be revised ahead of the meeting to shorten the amount of time that will be devoted to discussing the policy.			
Participating Sites Reports				
___ University				

Next Meeting: January 15, 2020

Announcements:

Upcoming Faculty Development Activities:

- Faculty Development Lecture 12/4/19, 5:00 pm, Med. Ed. Conf. Room C

Upcoming Meetings:

- PD Meeting: 12/10/19, 8:30 am
- UGME: 12/5/19, 8:00 am

Best Practice: Don't use meeting time to discuss upcoming events. These can be listed for reference.