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| **SAMPLE/TEMPLATE**  **Graduate Medical Education Committee**  **Charter** |

All graduate medical education programs sponsored by XXXX are overseen by the Graduate Medical Education Committee (GMEC). The GMEC has the responsibility for ensuring compliance with the ACGME Institutional, Common, and specialty/subspecialty-specific Program Requirements.

Purpose

To establish oversight of graduate medical education programs and meet the requirements of the ACGME and other governing bodies.

Committee Membership

* Voting Members
* Non-Voting Members

Voting members must attend a minimum of 50% of scheduled meetings. Failure to achieve this minimum in an academic year may result in removal from the GMEC.

Responsibilities of GMEC

The GMEC provides oversight of:

* The ACGME accreditation and recognition statuses of the Sponsoring Institution (SI), and each ACGME-accredited residency and fellowship program
* The quality of the GME learning and working environment within the SI, each program, and participating sites
* The quality of educational experiences in each residency and fellowship program that lead to measurable achievement of educational outcomes
* Programs’ annual program evaluations and self-studies
* All processes related to reductions and/or closures of individual programs, major participating sites, and the SI
* Summary information of patient safety reports to residents, fellows, faculty and other clinical staff

The GMEC will conduct an Annual Institutional Review (AIR) demonstrating oversight of institutional accreditation. The DIO will submit a written executive summary of the AIR annually to the organized medical staff and Governing Body.

The GMEC will conduct a Special Review as needed in order to demonstrate oversight of underperforming programs.

Other GMEC responsibilities include, but are not limited to:

* Review and approval of institutional GME policies
* Review and approval of GMEC subcommittee actions that address required GMEC responsibilities
* Review and approval of applications for accreditation of new programs
* Recommendations regarding resident/fellow stipends and benefits
* Review and approval of programs’ requests for permanent changes in resident/fellow complement
* Review and approval of major changes in programs’ structure or duration of education
* Review and approval of additions and deletions of programs’ participating sites
* Review and approval of appointment of new Program Directors
* Review of clinical and educational work hours, including requests for exceptions to work hour requirements
* Evaluation of Clinical Learning Environment Review (CLER) focus areas, and responses to CLER reports
* Review of educational tools and resources
* Request for appeal of an adverse action by a Review Committee
* Review and approval of appeal presentations to an ACGME Appeals Panel
* Review and approval of progress reports requested by a Review Committee
* Review and approval of voluntary withdrawal of ACGME program accreditation
* Review and approval of exceptionally qualified candidates for resident/fellow appointments who do not satisfy the SI’s resident/fellow eligibility policy and/or eligibility requirements in the ACGME Common Program Requirements

Additional Roles of the GMEC

Meeting minutes that document execution of all required GMEC functions and responsibilities will be maintained in the Medical Education Office. GMEC meeting minutes will be sent to the Medical Executive Committee for review on a monthly basis.

The GMEC shall maintain regular communication with the Medical Staff, both at [NAME OF SI] and at major participating institutions, about the safety and quality of patient care provided by residents.

GMEC subcommittees may be established in order to carry out portions of the GMEC’s responsibilities. Subcommittee members may include people who are not members of the GMEC. Subcommittees must include one peer-selected resident. Subcommittee actions and recommendations must be reviewed and approved by the full GMEC.

Committee Meeting Procedures

GMEC will meet the 3rd Wednesday of every month.

On the 1st Wednesday of every month GMEC members responsible for consent agenda items or other agenda items, such as APE, action plans, etc., for the month, will be notified via email. In addition, if you are responsible for following up on an item from the previous month’s meeting you will be notified. All agenda items and accompanying documents are due by the 2nd Wednesday of the month. The final agenda and documents will be sent to GMEC members the Friday before the meeting. GMEC members are expected to review all documents before coming to the meeting in preparation for discussion and voting as applicable.

Decisions and Voting Rights

Decisions requiring a vote must be decided by a majority, defined by greater than 50% of the votes. A quorum of 60% of voting members must be present when making voting decisions. In the event of a tie vote, the DIO, as the Committee Chair, will make the final decision.