GMEC Re-organization

On the 1st Wednesday of every month XXXX will send an email to GMEC members responsible for consent agenda items or other agenda items, such as APE, action plans, etc., for the month. 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 to XXXX by the 2nd Wednesday of the month. XXX will send the final agenda and documents to GMEC members the Friday before the meeting. GMEC members are expected to review all documents before coming to the meeting.

GMEC meeting minutes will be typed and sent to all GMEC members the Friday following the meeting every month. If any member has an issue with something in the meeting minutes, please bring to the attention of XXXX so that it can be amended as appropriate.

Consent agenda reports will include:

* Emergency Medicine Program Report (July, Nov, March)
* Family Medicine Program Report (Aug, Dec, April)
* Internal Medicine Program Report (Oct, Feb, June)
* IM/EM Program Report (July, Nov, March)
* FM/EM Program Report (Aug, Dec, April)
* Critical Care Program Report (Oct, Feb, June)
* Orthopaedic Sports Medicine Program Report (Aug, Dec, April)
* Rotating Surgical Resident Report (Sept, Jan, May)

Program Directors are to use the *GMEC Reporting Template for Residency Programs* to guide their report.

The GMEC monthly standing agenda will be as follows:

1. Approval of minutes from previous month
2. Review and approval of consent agenda reports
3. Follow-up on items from previous month’s meeting
4. Additional monthly agenda items (see below)
5. Quality Report
6. Patient Safety Report
7. CLER
8. Housestaff Committee Report
9. Accreditation Statuses
10. ACGME/AOA/CPME Updates
11. Review/approval of institutional GME policies
12. Miscellaneous

Additional agenda items are scheduled throughout the year as follows:

July

Duty Hours

Annual Housestaff Survey

AIR action plan progress

Emergency Medicine – APE action plan progress

IM/EM – APE action plan progress

August

Ortho Sports Medicine APE

Family Medicine – APE action plan progress

FM/EM – APE action plan progress

September

AIR action plan progress

October

Duty Hours

Podiatry APE

Internal Medicine – APE action plan progress

Critical Care – APE action plan progress

November

Annual Institutional Review (AIR)

Emergency Medicine – APE action plan progress

IM/EM – APE action plan progress

December

Ortho Sports Medicine – APE action plan progress

Family Medicine – APE action plan progress

FM/EM – APE action plan progress

January

Duty Hours

Review of resident/fellow stipends & benefits

AIR action plan progress

February

Internal Medicine APE

Critical Care APE

Podiatry – APE action plan progress

March

Emergency Medicine APE

IM/EM APE

AIR action plan progress

April

Duty Hours

Family Medicine APE

FM/EM APE

Ortho Sports Medicine – APE action plan progress

May

AIR action plan progress

June

Internal Medicine – APE action plan progress

Critical Care – APE action plan progress

Podiatry – APE action plan progress