

**GMEC “To-Do” List**

**GMEC Composition and Meetings**

* Update your GMEC policy or charter and appoint new committee and/or subcommittee members as appropriate.
* Ensure resident attendance at every GMEC meeting.
* Document everything that you change or do in your GMEC minutes.

**Structure for Educational Oversight**

* Update your Statement of Commitment. DIO must review, approve, and sign every 5 years.
* Review and update institutional policies. Review program policies for consistency with institutional policies.
* Collect, review, and monitor all letters of notification.

**Oversight of Annual Evaluation and Improvement Processes**

Annual Institutional Review (AIR)

* Determine institutional performance indicators.
* Develop a protocol/process for conducting AIR.
* Develop a dashboard.
* Include monitoring of action plans resulting from review.
* Present an executive summary to the governing body.

GMEC Special Review

* Determine program performance criteria.
* Develop a protocol/process for conducting GMEC Special Review for underperforming programs.
* Establish a process for monitoring corrective action plans.

Annual Program Evaluation (APE)

* Provide resources, templates, expertise, and technical assistance.
* Comply with institutional requirements for providing oversight of the quality of each program’s educational experiences.
* Carry our required oversight (but not conduct) the programs’ annual evaluation and improvement activities.

**Resources**

* Organize and maintain a functional, effective resident forum.
* Review and approve resident salaries and benefits.
* Facilitate acquisition of educational tools.
* Ensure a healthy and safe working environment.

**Clinical Learning Environment Review**

* Review and revise institutional policies related to 6 CLER focus areas.
* Educate stakeholders.
* Document improvement activities.

**Policies and Procedures**

* Review current policies and procedures for compliance with ACGME institutional requirements.
* Approve new and/or revised policies and procedures, as needed
* Collect, review, and monitor program policies for compliance with institutional requirements