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

Monthly standing agenda items:

1. Approval of minutes from previous month
2. Review and approval of subcommittee reports
3. Follow-up on items from previous month’s meeting
4. Additional monthly agenda items (see below)
5. Quality & patient safety report
6. Learning & working environment, including CLER
7. Housestaff Committee report
8. SI & program accreditation statuses (review ACGME LONs)
9. ACGME updates
10. Review/approval of institutional GME policies
11. Miscellaneous

Additional agenda items scheduled throughout the year:

July

Clinical and Educational Work Hours

Annual Housestaff & Faculty Surveys

AIR action plan progress

Program #1 – APE action plan progress

Program #2 – APE action plan progress

August

Program #3 APE

Program #4 – APE action plan progress

Program #5 – APE action plan progress

September

AIR action plan progress

October

Clinical and Educational Work Hours

Program #6 – APE action plan progress

Program #7 – APE action plan progress

November

Annual Institutional Review (AIR)

Program #1 – APE action plan progress

Program #2 – APE action plan progress

December

Program #3 – APE action plan progress

Program #4 – APE action plan progress

Program #5 – APE action plan progress

January

Clinical and Educational Work Hours

Review of resident/fellow stipends & benefits

AIR action plan progress

February

Program #6 APE

Program #7 APE

March

Program #1 APE

Program #2 APE

AIR action plan progress

April

Clinical and Educational Work Hours

Program #4 APE

Program #5 APE

Program #3 – APE action plan progress

May

AIR action plan progress

ACGME Resident & Faculty Surveys

June

Program #6 – APE action plan progress

Program #7 – APE action plan progress