



GMEC SCOPE AND AUTHORITY

COMPOSITION

The NCH Graduate Medical Education Committee (GMEC) shall consist of the Designated Institutional Official (DIO), NCH Program Directors and Associate Program Directors, Program Directors of combined residency and fellowship programs, elected Fellow and Resident Advisory Committee (FRAC) members, NCH Faculty Development Committee Chair, NCH Program Coordinator Committee Co-Chairs, the Chief Medical Officer or designee, and the Pediatric Clerkship Director.

Voting Members: Voting members include:

- Designated Institutional Official
- Program Directors of active NCH sponsored programs (programs with one or more trainees)
- Program Directors of combined programs with 4 or more trainees
- FRAC Members as outlined in FRAC Scope and Authority
- Chief Medical Officer
- Faculty Development Committee Chair
- Coordinator Committee Co-Chairs
- Pediatric Clerkship Director

Ex-Officio Members: Ex-Officio members may include:

- Program Directors of inactive NCH sponsored programs (programs with no trainees) or programs in process of applying for accreditation
- Program Directors of combined programs with less than 4 trainees
- Associate Program Directors
- GME Office staff
- Volunteers with interest in GME
- Ohio State University Designated Institutional Official
- Doctor's Hospital Vice President – Medical Education
- Other administrators (*e.g. Research Institute Education Coordinator*).

DUTIES

The GMEC shall oversee GME programs to ensure that they are high quality, promote delivery of safe and effective patient care, and meet or exceed Accreditation Council for Graduate Medical Education (ACGME) and other applicable professional, educational, accreditation, and regulatory standards. The GMEC shall:

1. Facilitate communication with and between Program Directors and the medical and hospital staff and administration.
2. Advise and educate Program Directors and Program Coordinators about GME institutional and program requirements.

3. Oversee all phases educational innovations that deviate from Institutional, Common, and specialty-specific Program Requirements including:
 - Approval prior to submission to the ACGME or Residency Review Committee (RRC)
 - Adherence to procedures for “Approving Proposals for Experimentation or Innovative Projects”
 - Monitoring quality of education provided to residents and fellows (trainees) for the duration of such projects
4. Approve requests for new GME programs and oversee program changes to submission to ACGME:
 - Applications for new GME, dental, and other subspecialty medical education programs
 - Major changes in program structure, curriculum, or length of training
 - Requests for changes in trainee complement
 - Additions and deletions of participating institutions used in a program
 - Appointments of new program and associate program directors
 - Requests for exceptions to weekly limit on duty hours in compliance with ACGME duty hour exception process and the NCH GME requirements
 - Voluntary withdrawals of ACGME-accredited programs
5. Review all RRC and Institutional Review Committee (IRC) letters of notification. Monitor action plans for the correction of citations and/or areas of noncompliance.
 - Progress reports requested by a RRC or the IRC
 - Responses to all proposed adverse actions
 - Requests for an appeal of an adverse action
 - Appeal presentations to a Board of Appeal or the ACGME
6. Conduct Internal Reviews of NCH GME programs to assess their compliance with ACGME Institutional and Program Requirements and NCH GME policies. Monitor progress in addressing identified issues and concerns.
7. Ensure that a report on GME activities is provided annually to the Medical Staff, Board of Trustees, and hospital leaders.
8. Establish mechanisms to ensure that Program Directors maintain open communication regarding safety and quality of patient care and educational oversight with faculty and staff at the sponsoring institution and at all clinical sites.
9. Establish and implement GME policies and monitor programs to ensure quality of education, safe and supportive work environment, and compliance with ACGME Institutional, Common, and specialty-specific Program Requirements. These policies apply to all GME programs, regardless of the accrediting organization.
 - Establish resident duty hours and work environment policies. Track compliance and intervene as necessary if violations are identified.
 - Monitor programs’ supervision of trainees and the process to enable trainees to gain progressive responsibility commensurate with their level of education, competence, and experience.
 - Ensure that GME programs meet ACGME/other accreditation and NCH’s guidelines for selection, evaluation, promotion, transfer, discipline, and/or dismissal of trainees.

- Ensure that each GME program offers educational activities and an evaluation system to ensure trainees demonstrate achievement of the ACGME general competencies.
 - Ensure an educational environment in which trainees may raise and resolve issues without fear of intimidation or retaliation.
 - Review and ensure establishment of institutional policies and practices that address interactions between vendor representatives/corporations and trainees/GME programs.
9. Review funding and resource allocation for GME programs, including trainee stipends, benefits, and funding for trainee positions.
 10. Oversee processes related to reductions and/or closures of programs, major participating institutions, or NCH.

MEETINGS

The GMEC typically meets monthly but must meet at least quarterly. It is chaired by the DIO or Vice Chair – GMEC. Minutes are taken and maintained by the GME Office. GMEC meetings are open to faculty, trainees, and medical and hospital staff.

ATTENDANCE

The GMEC serves a vital communication and coordination link for GME throughout NCH. Therefore, active NCH sponsored and combined GME and graduate dental education programs need to be represented at each GMEC meeting.

Voting members or designees must attend at least 75% of GMEC meetings. See GME Voting Member Attendance and Tracking procedure.

Approved by GME Committee: 4/5/1994; 3/8/2000; 3/9/2004, 4/18/2007, 8/18/2010, 12/21/2011, 6/20/2012