

# **GMEC Voting Member Attendance & Tracking Procedure**

### **Policy**

GMEC voting members or their designees must attend 75% of regular monthly GMEC meetings. GMEC voting member and designee attendance is tracked and monitored as described below.

#### **Voting Members**

Scope and Authority policies for GMEC and Fellow and Resident Advisory Committee (FRAC) define voting members of GMEC.

### **Voting Member Designees**

A voting member unable to attend GMEC may appoint a designee to attend in his/her stead. GMEC has established criteria for voting member designees:

Voting Member	Recommended Designees	
Designated Institutional Official/GMEC Chair	GMEC Vice Chair or GME Manager	
Program Director	Associate Program Director or core faculty member (physician who spends 10 hours per week on average teaching/mentoring the program's trainees as identified on the PIF or equivalent) Program Coordinators may not serve as designees for Program Directors.	
FRAC Members	As defined in FRAC Scope and Authority	
Chief Medical Officer	Associate Chief Medical Officer, Chief Ambulatory Officer or other physician member of Office of CMO	
Program Coordinator Committee Chair	PCC Chair Elect or NCH Program Coordinator	
Pediatric Clerkship Director	Pediatric Residency Program Director or other OSU Clerkship Director	

A voting member may have more than one designee over the course of the year. A single designee may represent more than one voting member provided he/she meets the designee criteria for each voting member he/she represents.

#### **Attendance Compliance**

Attendance is taken at each GMEC meeting via sign-in sheet. The GME Office maintains a GMEC Voting Member Attendance Tracking Sheet for each academic year (July to June). The GMEC Voting Member Attendance Tracking Sheet tracks the year to date attendance and compliance rates for individual voting members, with the exception of resident/fellow FRAC members. FRAC member attendance is tracked in accordance with FRAC Scope and Authority.

Compliance rate is calculated as the percentage of meetings attended by the voting member or designee/total number of meetings to date. Voting members unable to attend or send a designee may request to be listed as "excused" on attendance tracking if they notify the GME Office prior to the meeting. A voting member who is away for an extended period (e.g. out on medical leave,

jury duty) may be designated as on a leave of absence. Excused and leaves of absence are treated as absences when calculating attendance compliance rate.

# **Non-Compliance**

The GME Office reviews voting member/designee attendance monthly and follows up with those out of compliance quarterly. Follow up for voting members out of compliance with attendance requirements is as follows:

**Program Director/Administrator or Designee** 

1 Togram Director/Administrator of Designee				
Period	Compliance Rate	Follow up		
1st Quarter (July – Sept)	0-33%	GME Manager written warning		
Quarters 1 & 2 (July – Dec)	0%-33%	DIO written warning		
	34%-50%	GME Manager written warning		
Quarters 1-3 (July – March)	0%-33%	CMO written warning		
	34%-50%	DIO written warning		
	51%-75%	GME Manager written warning		
Full Academic Year (July – June)	0%-50%	CMO meeting		
	51%-75%	DIO meeting		

FRAC Members or Designees -

Period	<b>Compliance Rate</b>	Follow up
1st Quarter (July – Sept)	0-33%	GME Manager written warning to
		FRAC Officers
Quarters 1 & 2 (July – Dec)	0%-33%	DIO written warning to FRAC
		Officers
	34%-50%	GME Manager written warning to
		FRAC Officers
Quarters 1-3 (July – March)	0%-33%	CMO written warning to FRAC
		Officers
	34%-50%	DIO written warning to FRAC
		Officers
	51%-75%	GME Manager written warning to
		FRAC Officers
Full Academic Year (July – June)	0%-50%	CMO meeting with FRAC Officers
	51%-75%	DIO meeting with FRAC Officers

Remediation plans will be developed by GME Office for voting members out of compliance at the conclusion of the academic year. Continued noncompliance may result in denial of complement increases, denial of GME Program Director/Coordinator travel funding requests, loss of Program Director support funding and/or removal from GME role.

Approved: 6/20/2012