



GMEX SCOPE AND AUTHORITY

COMPOSITION

The NCH Graduate Medical Education Executive Committee (GMEX) shall, at minimum, consist of

- the Designated Institutional Official (DIO),
- Vice Chair – GME Committee (GMEC),
- NCH Pediatric Residency Program Director,
- Associate Chief Medical Officer,
- Two Program Directors/Associate Program Directors selected from GMEC
- Chair – Faculty Development Committee,
- GME Director,
- GME Office Program Administrators
- A member of the Fellow and Resident Advisory Council (FRAC)
- A Program Coordinator Committee Co-Chair

DUTIES

The GMEX shall function as a resource and advisor to the DIO and GME Office (GME Office) in development of policies, procedures, programs, and services for NCH GME and dental education (DE) programs to ensure that they are high quality, promote delivery of safe and effective patient care, and meet or exceed professional, educational, accreditation, and regulatory standards. The GMEX shall:

1. Facilitate communication with and between the GME Office, GMEC, FRAC, PCC, and NCH administration. Serve as an advocate for the overall GME program within NCH and externally.
2. Consult with GME Office on ACGME Clinical Learning Environment Review (CLER) areas of focus: Patient Safety, Health Care Quality, Care Transitions, Supervision, Well Being and Professionalism. Advise GMEC and NCH Administration on ways to improve the clinical learning environment.
3. Advise the GME Office on the best ways to inform and educate GMEC and individual GME/DE programs about institutional and program requirements.
4. Consult with GME Office on educational innovations and programmatic changes such as new institutional approaches to Common Requirements, core competencies, evaluation tools, and compliance tracking. Recommend additions or changes to GMEC for approval as necessary.
5. Advise GME Office on resources needed to fulfill accreditation requirements, e.g., Annual Institutional Review, Annual Program Evaluation, GME Special Review GME budget template, and institutional technology platforms.

6. Consult with GME Office on its processes and operations. Identify gaps and opportunities to improve. Recommend changes to assure efficient, effective overall GME operations.
7. Examine the effectiveness of communication regarding such issues as safety and quality of patient care, faculty/trainee/staff relations, and stress and fatigue among faculty and trainees. Recommend changes to GMEC as needed.
8. Conduct a preliminary review of GME policies. Recommend additions or modifications to GMEC for final approval.
9. Review Annual Program Evaluations for programs designated for full review. Draft scorecard and recommendations for GMEC.
10. Review, evaluate and approve or deny program requests for Program Director and Associate Program Director changes.
11. Review new program requests and program complement increase requests. Consult with representatives of services, programs and/or trainees that could be impacted to determine if there are sufficient resources available to accommodate request. Recommend approval/denial to GMEC.
12. In the highly unusual event that action is required and the entire GMEC cannot be convened, GMEX is authorized to act on behalf of the GMEC. Any actions taken by GMEX must be reviewed by GMEC at its next meeting.

MEETINGS

The GMEX typically meets monthly. It is chaired by the GME Director or designee. Minutes are taken and maintained by the GME Office.

Approved by GME Committee: 8/24/2011; 6/20/2012; 12/20/2017