

Vice Chair – GMEC

The Vice Chair – GMEC is a physician or dentist appointed by DIO in consultation with GMEX to provide guidance and support for all GME/dental education programs at Nationwide Children's Hospital (NCH) under the direction of the Designated Institutional Official (DIO). The Vice Chair offers continuity and senior level guidance to program directors and program coordinators essential to maintain a high performing GME enterprise.

Specific duties include:

1. Fulfill the due process responsibilities as specified in GME policy, **DUE PROCESS FOR ADVERSE ACTIONS**.
2. Provide administrative guidance and support for institutional GME activities.
 - Serve on the GME Executive Committee (GMEX), fulfilling the roles and responsibilities outlined in the GME policy, **GMEX SCOPE AND AUTHORITY**
 - Chair the GMEC if the DIO is unable to do so
 - In the absence of the DIO, review and cosign all program information forms and any documents or correspondence submitted to ACGME by NCH or the program directors
 - Collaborate on development of the annual GME report to the Medical Executive Committee and Board of Directors
3. Monitor NCH progress in meeting or exceeding NAS, other accreditation, and/or NCH reporting requirements
 - Identify physicians to serve on internal program review committees and determine if follow up is sufficient to address IR concerns
 - Review and monitor GME reports, e.g., ACGME Resident and Faculty surveys, and assist in development of action plans to improve
 - Assist with, and participate in, CLEAR (Clinical Learning Environment Assessment Review) reviews every 18 months
4. Oversee fellowship core curriculum development, implementation, and evaluation. Provide an annual report on the fellowship core curriculum to GMEC.
5. Serve as an educational mentor to new Program Directors.
6. Promote scholarly activity in GME
7. Participate in GME meetings at a local, regional, and/or national level for professional development as time and resources permit.

Qualifications

1. Three or more years as a Program/Associate Program Director, at least two of which must have been at NCH
2. Active engagement in teaching residents and/or fellows in a program that is in good standing with NCH, ACGME, and/or other accrediting bodies
3. Active engagement in NCH GMEC – regular attendance at GMEC, participation in mail votes
4. Excellent oral and written communication skills
5. Demonstrated conflict resolution skills
6. Endorsed by Department/Section Chief

Reporting Relationships

Reports to DIO and is accountable to GMEC

Works regularly and collaboratively with GME Manager and GME Office staff

Revised: 08/16/2012