



## **GMEX SCOPE AND AUTHORITY**

### **COMPOSITION**

The NCH Graduate Medical Education Executive Committee (GMEX) shall 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, Chair – Faculty Development Committee, GME Manager, and Coordinators in GME Office. The Program Directors/Associate Program Directors shall be selected from GMEC members at the September GMEC meeting.

### **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 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, and NCH administration. Serve as an advocate for the overall GME program within NCH and externally.
2. Advise the GME Office on the best ways to inform and educate GMEC and individual GME/dental programs about institutional and program requirements.
3. 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.
4. Advise GME Office on resources needed to fulfill accreditation requirements, e.g., Internal Review Committee members, GME budget template, and institutional technology platforms.
5. Consult with GME Office on its processes and operations. Identify gaps and opportunities to improve. Recommend changes to assure efficient, effective overall GME operations.
6. 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.
7. Conduct a preliminary review of GME policies. Recommend additions or modifications to GMEC for final approval.
8. Consult with GME Office on processes, operations, and reporting requirements.
9. 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 DIO or GME Manager. Minutes are taken and maintained by the GME Office.

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