



POLICY PROCESS

Graduate Medical Education (GME) policies will be reviewed at least every three years by the GME Committee (GMEC). Policies with suggested revisions, if any, will be distributed to GMEC by email. Members will vote electronically on whether or not to accept the policy as written. If any requests for changes or further discussion are received, the policy will be discussed at the GMEC meeting.

If more than 60% of GMEC members vote for approval, and no requests for further discussion are received, the policy will be considered approved as written. GME policies approved by mail vote will be identified as such on the GMEC meeting agenda and will be so noted in the minutes. Existing GME Policies remain in effect as written until revisions are approved by the GMEC and signed by the designated Nationwide Children's Hospital (NCH) leaders (see below).

NCH GME policies require approval by the Chief Medical Officer, ACGME Designated Institutional Official, and Medical Staff President. The Medical Staff President will analyze the policies for potential impact on the Medical Staff Bylaws. Changes to the Bylaws will be made according to the process outlined by the Medical Staff.

At times a GME-specific policy is no longer needed, e.g., change in ACGME requirements or NCH policy covers all relevant issues. In these cases, the NCH Intranet web page will note the policy has been replaced and provide the appropriate reference.

GME Policies will be maintained on the NCH Intranet Web page by the GME Office, thereby enabling access by residents, program directors, faculty members, administrators, or any other NCH medical or hospital staff member.

Prior versions of GME policies are archived by the GME Office.

Approved by GMEC: 6/9/99; 3/8/00; 12/20/00; 12/20/01; 03/09/04; 04/18/07; 4/20/2010;
8/15/2012